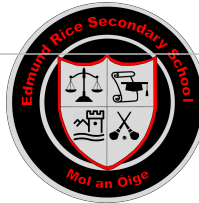


ADVERT ID 235857

Secretary / Administrator

Edmund Rice Secondary School

Mount St. Nicholas Carrick On Suir E32PO39
<https://erss.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Fri May 30 2025 13:03:54
Application Closing Date: Fri Jun 13 2025
Commencement Date: Mon Sep 15 2025
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 40

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 316
Droichead school: Yes

POST DETAILS

Additional Information:

Clerical Officer - Grade III

Summary of Position

The successful candidate will be the first point of contact to parents, colleagues, students and visitors in a busy environment where demands, tasks and activities change at short notice. Excellent organisational and communication skills are required, with confidence and ability to deal with a variety of queries.

Main Duties

The role of the Grade III Clerical Officer will include the following:

- Managing school communications including emails, phone calls, and correspondence with a high level of professionalism and confidentiality.
- Excellent IT skills (Microsoft Office, Excel, Word, Outlook etc.)
- Knowledge of or willingness to learn school administration systems (e.g. VSware, P-Pod, OLCS)
- Maintaining accurate pupil records using VSware, P-Pod and other school systems.
- Maintaining leave records for staff on OLCS and forwarding same to payroll section DES
- Maintaining payroll for any part-time, auxiliary staff, examination aides re. state exams using Thesaurus Payroll system.
- Completing and submitting October Returns to DES annually.
- Supporting the Principal, Deputy Principal and staff with administrative tasks.
- Managing admissions.
- General office duties – photocopying, filing, etc.
- Liaise with service providers, suppliers and visitors as required.
- Booking buses and keeping records of bookings re. matches, school outings etc.
- Adhere to school policies, particularly those related to Child Safeguarding, Health & Safety, GDPR/Data Protection, and report any concerns appropriately.

Essential Requirements

- Have the requisite knowledge, skills and competencies to carry out the role.
- Ability to work independently and as part of a team, using initiative where required.
- Is respectful, courteous and professional, remaining composed, even in challenging circumstances
- Professional Qualifications: –
Eligible applicants will be those who obtained at least grade D (or pass) in Higher or Ordinary Level in five subjects from the approved list of subjects in the Department of Education established Leaving Certificate Examination or Leaving Certificate Vocational Programme or Leaving Certificate Applied or passed an examination of at least equivalent standard or satisfactory relevant experience which encompasses demonstrable equivalent skills. Candidates must possess the requisite knowledge and ability, including a high standard of suitability and administrative ability and be capable and competent of fulfilling the role to a high standard.
- Be willing to upskill as needed.
- Excellent organisational, communication and interpersonal skills,
- Have excellent secretarial and administrative skills and telephone manner.
- A positive outlook and a desire to contribute to the overall development of the school.
- Experience in a school or educational setting is desirable but not essential.

Salary

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for Grade III positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy.

Please supply TWO written references.

Appointment subject to Garda vetting and a 6 months probationary period.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 65270U
Apply To: The Principal
 Mount St. Nicholas
 Carrick On Suir
 E32P039
County: Tipperary
Enquiries To: principal@erss.ie
Website: <https://erss.ie>
Further Information: <https://www.erss.ie>