

## **OLSS Clerical Officer / School Secretary Job description**

Please email a CV and Application Letter to [recruitment@ourladysbelmullet.ie](mailto:recruitment@ourladysbelmullet.ie) **by 5 pm on Wednesday 21<sup>st</sup> Feb 2024**. Please include contact details of your referees on the CV

**Our Lady's Secondary School invites applications for the full time position of Secretary/Clerical Officer** of 37 hours per week.

**Our Lady's Secondary School is a co-educational school with an enrolment of 250 students.**

### **Description of the role:**

The Clerical Officer is at the centre of the administrative hub of the school and school community and works closely with the Principal, senior management team, teachers, other non-teaching staff, students and parents, taking responsibility for a broad variety of important secretarial and administrative support functions, and coordinating the workflow and wide range of activities processed through the administration office.

THE DUTIES SHALL INCLUDE:

### **FINANCE**

Monitoring, controlling and reconciling all financial allocations to the school (e.g. main School Budget, Special Technology Grants, Junior Cycle, Leaving Certificate, Leaving Certificate Applied, Mock and State exams).

Checking and ensuring accuracy of trader accounts, part-time teachers, teachers claim forms, travel claims, petty cash returns, postal and expenses for Board of Management Members.

Monitoring payments made by Parents and /or Staff – online and/or in cash.

Ensuring all payments to the school are recorded, receipted, reconciled and lodged to the appropriate bank accounts.

Preparation of payroll.

Co-operation with existing and new Finance systems.

Prepare reports for the Finance Committee as required.

Liaise with Financial Support Services Unit on financial matters and outsourcing companies regarding maintenance and other contracts.

Keep up to date with training information from the FSSU.

Liaise with the school Accountant/Auditor and preparation of end of year accounts.

### **PERSONNEL**

Provide assistance with the appointment of teachers and non-teaching staff.

Maintain school personnel files. Ensure all staff files are accurately and securely maintained in line with Data Protection legislation.

Maintain teacher attendance records and the consequential work that arises when part-time teachers undertake substitution work.

### **RECEPTION DUTIES**

Meeting all visitors (Parents, Officials, Community Leaders, etc.)

Processing incoming and outgoing communications – email, mail, telephone, ensuring that all information is conveyed to the appropriate persons.

### **SECRETARIAL DUTIES**

All school secretarial work typing, filing, copying etc.  
Board of Management affairs.  
Maintaining all items of office equipment.

### **SECRETARY TO PRINCIPAL**

Secretarial and administrative functions on behalf of the Principal in their role as School Principal and Secretary to the Board of Management.

Maintaining, on behalf of the Principal, all confidential items relating to the administration and management of the school.

Advising the Principal on the administrative implications of proposed policy changes.

### **PROCUREMENT**

Maintenance of school order books, acquiring tenders, submitting requisitions to Principal for approval and ensuring goods ordered are delivered in good condition as per specifications. Manage ordering of materials in accordance with school guidelines and Procurement Frameworks as required.

### **EXAMINATIONS**

Provide administrative support for school timetables, attendance sheets and student results.

### **RECORDS AND RETURNS**

Compiling and maintaining of a student database management system. Support the use of VSWare or other school system and PPOD.

Preparing and submitting of all computerised statistical returns to the Department of Education and Skills.

Preparing and submitting of ad hoc returns to the Department of Education and Skills.

### **INFORMATION TECHNOLOGY**

Acceptance and co-operation with operating of IT/Finance/administration systems, approved by Management, which are designed to enhance management information services and participating in training courses as required.

### **HEALTH AND SAFETY**

Co-operate fully with Health and Safety procedures and play an active role in so far as the position allows.

### **OUTSIDE AGENCIES**

Liaising with outside agencies – local primary and post primary schools, Department of Education, sporting organisations, community groups, local employers, government schemes etc.

The above list is not exhaustive.

### **Qualifications, Skills and Experience required:**

Previous experience in an administration role.

Knowledge of managing accounts, budgeting, payroll and preparing financial reports.

Knowledge and experience of accounts software package(s).

Strong IT skills particularly Excel and MS Office package.

Ability to communicate well (both written and oral), including with staff, parents and students.

Ability to complete tasks to deadline.

Well organised with experience in developing efficient administrative systems.

Capacity to build positive working relationships with senior management and colleagues in the school.

An understanding of working in a school environment desirable but not essential.

Please note:

Clear Garda vetting will apply in respect of this position.

The successful applicant will be required to complete a medical examination by the school's medical advisor.

References may be sought prior to the interview process.

Reporting Relationship: The Clerical Officer will report on a day-to-day basis to the Principal.

Hours of Work: 37 hours per week, Monday to Friday

How to apply:

Please email a letter of application together with an up to date CV to:  
recruitment@ourladysbelmullet.ie

Closing date for receipt of applications is: **by 5 pm on Wednesday 21<sup>st</sup> Feb 2024.**