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| **Job Title** | Clerical Officer Grade III |
| **Name of Employer**  | Board of Management, Boyne Community School, Trim, Co. Meath. |
| **Website of Employer**  | https://www.boynecs.ie |
| **Advertising Opening Date****The date you request the advert to be published on** [www.publicjobs.ie](http://www.publicjobs.ie) | 18/01/2023 |
| **Advertising Closing Date** **Must be open for a minimum of 2 weeks** | 31/01/2023 |
| **Location of Post****Specify county/counties as part of location**  | Boyne Community School, Trim, County Meath. |
| **Link to Advert on your Website** **Where candidates can access the full job description and details on how to apply. This must not be a third-party Website** | www.boynecs.ie/downloads |
| **Job Description** **Brief job description to be included on** [www.publicjobs.ie](http://www.publicjobs.ie) – **this is a maximum of 2,000 characters** **If you provide a link to the vacancy on the employer website, this section does not have to be completed** | The type of person in the role should be one that is people oriented, can multitask, understands secretarial duties, is highly organized, flexible, adaptable, and hasgood interpersonal skills. The clerical officer should provide an efficient, confidential, co-operative and friendly service to all sections of the School. **Essential skills include:** * Knowledge of Payroll systems, accounts and online banking
* Management and administration of school administration systems, (OLCS, VS Ware, Ppod)
* Knowledge of MS Office suite
* Engage with and complete annual returns to the DES
* Ability to work as part of a team and to facilitate an activity or process with effectiveness and courtesy
* Ability to work with frequent interruptions
* Ability to maintain records with a high degree of accuracy and adhere to rigorous student and staff confidentiality protocols in all circumstances and ensure that the filing system of the school is up to date and GDPR compliant (including identification of files for shredding, and archiving etc.).

**General Job Specifications include:*** Provide clerical and administrative support to the Principal, the Deputy Principal and teaching staff as policy directs.
* Ensure that the school and office operates in a consistently organised manner
* Handle visitor inquiries
* Coordinate appropriate documents for communication between schools and with the Department of Education and Skills
* Complete forms in accordance with school and DES procedures, following education legislation
* Manage work hours and annual leave for ancillary staff
* To administrate and support the interview process for staff
* Management of the enrolment and transfer process for students into the school, management of the application forms and the processing of all forms in relation to the school enrolment policy
* Please note, this list is not exhaustive and can change due to the constant evolving needs of the school. Please send you application to recruitment@boynecs.ie

**Salary and is in line with public sector pay scales****Working hours: 8:30am to 5:00pm – Monday to Thursday****8:30am to 3pm - Friday** |