

**POBALSCOIL NA BÓINNE**  
**BOYNE COMMUNITY SCHOOL**

**Clerical Office Grade III**

**Temporary Position to cover Fixed Term Leave – Full Time Hours**

Applications are invited for the above position.

**Job Role/Responsibilities:** The type of person in the role should be one that is people oriented, can multitask, understand secretarial duties, is highly organized, flexible, adaptable, and has good 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, VSware, PPOD)

Knowledge of MS Office Suite

Annual Leave 22 days p.a

Salary scale as per Department of Education Circular Letter 0077/2024

**Suitably qualified persons should submit the following**

A letter of application together with a C.V. to [recruitment@boynecs.ie](mailto:recruitment@boynecs.ie) or in writing to The Secretary, Board of Management, Boyne Community School, Trim, Meath on/before 18<sup>th</sup> October 2024 at 12 noon.

Boyne Community School is an equal opportunities employer.