



Clerical Officer **Ballyhaunis Community School**

Ballyhaunis Community School invites applications for the permanent position of Clerical Officer, Grade III. This is a full-time position, 35 hours per week.

Ballyhaunis Community School is a co-educational school with an enrolment of 715 students.

Purpose 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, Deputy Principal, 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, Book Rental Scheme, Exam Fee Scheme, Special Technology Grants, Junior Cycle, Leaving Certificate Applied, Mock and Practical exams, Vocational Preparation and Training Programme, Community Employment, In-service, Adult-Education).
- Checking and ensuring accuracy of trader accounts, part-time teachers, teachers claim forms, travel claims, petty cash returns, postal account and expenses for Board of Management Members.
- Operating the Way2Pay cashless payments system, organising the collection of book rental fees, Administration Fees, Exams and other occasional items such as school trips etc. Monitoring the payment of fees and compiling reports as required.
- Day to Day financial transactions, ensuring all payments to the school are recorded, receipted, reconciled and lodged to the appropriate bank accounts. Online banking, end of year financial administration.
- 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.

PERSONNEL

- Liaise and assist various employment schemes in a complementary capacity subject to National Policy and local agreements.
- Provide administrative support for the recruitment 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, recording of students' late arrival or early departure, illness on VS Ware and ensuring that all information is conveyed to the appropriate persons.
- Providing cover for other administration staff as required

SECRETARIAL DUTIES

- All school secretarial work typing, filing, copying etc.
- Board of Management affairs – issuing agendas, providing all necessary documentation to Board members and submitting copies of minutes to the Department of Education and Skills.
- Maintenance of office equipment, ordering of consumables, contracts and warranties. Stock taking and stationery orders.
- Managing school data including GDPR and other regulatory compliance requirements
- Provide administrative support for school extracurricular activities
- Available to assist with Open Evenings, Parent Teacher meetings, school musical etc.

SCHOOL BOOKS SCHEME

- Managing and maintaining the School Books Scheme
- Managing the compiling and circulation of book lists, ordering of text books, arranging of collection and distribution of books to students at the beginning and end of the school year.
- Preparation of and maintenance of accounts for the School Books Scheme

SECRETARY TO PRINCIPAL

- Secretarial and administrative functions on behalf of the Principal in his/her role as School Principal and Secretary to 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

- Maintaining of school order books, acquiring tenders, submitting requisitions 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

- Collating and administrative support with examination materials. Ensuring that all materials are treated in a secure and confidential manner.
- Provide administrative support for the returns to the DES of Junior Cert CBA's and profile of achievement statements, In-house Semester Exams Reports.

RECORDS AND RETURNS

- Compiling and maintaining of a student database management system. Support the use of VS Ware/Advanced or other school system and PPOD.
- Preparing and submitting of all computerised statistical returns to the Department of Education and Skills.
- Administering all student enrolment and transfers.
- Preparation of attendance returns to TULSA.
- Preparing and submitting of ad hoc returns to the Department of Education and Skills.
- Assistance with VS Ware parental access, set-up and circulation of term reports to parents.

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.
- Avail of education and training on the various aspects to the role

HEALTH AND SAFETY

- Co-operate fully with Health and Safety procedures and play an active role in so far as the position allows.
- Liaise with State Claims Agency as appropriate. Maintain accident report forms and claim forms for insurance purposes.

- Support for Student Welfare, assistance with care of students who become unwell at school.

OUTSIDE AGENCIES

- Liaising with outside agencies – local primary and post primary schools, Department of Education and Skills, ETBs, 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 and preparing financial reports.
- ✓ Knowledge and experience of accounts software package(s).
- ✓ Strong IT skills particularly in MS Office: Outlook, Excel, Word and Social Media platforms.
- ✓ 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 and to work as part of the Administrative Team.
- ✓ An understanding of working in a school environment desirable.
- ✓ Be flexible and willing to adapt to new tasks and duties.
- ✓ Confidentiality – part of the role involves dealing with information of a sensitive nature
- ✓ Willing and open to further training and upskilling as required.

Please note:

- 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 following the interview process.

Location: Ballyhaunis Community School

Nature of the Post: permanent position with a 6-month probationary period.

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

Salary: Grade III Clerical Officer Salary Scale

Hours of Work: 35 hours per week, Monday to Friday

Annual Leave: 22 days per annum

How to apply:

Please forward a letter of application together with an up to date CV to:

[The Secretary, Board of Management, Ballyhaunis Community School](#)

Closing date for receipt of applications is: 04/07/2025