

Clerical Officer

Athboy Community School

JOB SUMMARY

Athboy Community School invites applications for the permanent positions of:

1. Grade IV Clerical Officer
2. Grade III Clerical Officer

These are full-time permanent positions working 35 hours per week, offering an important opportunity to support the effective day-to-day administration of a busy school environment.

The main responsibility for discharging the finance function will be assigned to the Grade IV Clerical Officer.

Athboy Community school is a co-educational school with an enrolment of **750** students.

Purpose of the role:

The Clerical Officer is central to the administrative hub of the school and plays an important role in supporting the smooth operation of the school community. Working closely with the Principal, senior management team, teachers, non-teaching staff, students and parents, the successful candidate will provide professional, accurate and responsive administrative support across a broad range of school functions.

The role of Clerical Officer is multifunctional and varied and includes:

FINANCE

- Monitor, control, and reconcile all financial allocations to the school (e.g., Main School Budget, Home/School Liaison, Free Book 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).
- Check and ensure the accuracy of traders' accounts, part-time teachers' claims forms, travel claims, petty cash returns, postal franking machines, and expenses for Board of Management members.
- Cash: Collect rent for use of premises, enrolment fees, book rental fees, telephone charges, and occasional items such as school trips etc.
- Ensure all payments to the school are recorded, receipted, reconciled, and lodged to the appropriate bank accounts.
- Monitor and control the school's cash flow.
- Preparation and administration of payroll and pension administration.
- Co-operate with existing and new Finance systems.
- Prepare reports for the Principal & Finance Committee as required.

- Assist in preparation for yearend audit.
- Liaise with Financial Support Services Unit on financial matters and outsourcing companies regarding maintenance and other contracts.
- Reconcile and prepare all revenue and other statutory on-line returns.

PERSONNEL

- Support the administration for the recruitment and appointment process for teachers, SNAs and other staff in accordance with the procedures, including placing advertisements, correspondence with candidates, preparing interview related paperwork and ensuring that the recruitment and selection process is documented.
- Liaise with and assist various employment schemes in a complementary capacity, subject to National Policy and local agreements.
- 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

- Meet all visitors (parents, officials, community leaders, etc.)
- Process incoming and outgoing communications – emails, mail, fax, telephone, ensuring that all information is conveyed to the appropriate persons.

SECRETARIAL DUTIES

- All school secretarial work, emails, typing, filing, copying etc.
- Board of Management affairs – issuing agendas, attending meetings, producing minutes, providing all necessary documentation to Board members, and submitting copies of minutes to the Department of Education.
- 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 Board of Management.
- Maintain, on behalf of the Principal, all confidential items relating to the administration and management of the school.
- Advise the Principal on the administrative implications of proposed policy changes.

PROCUREMENT

- Maintain school order books, acquiring tenders, submit requisitions to Principal for approval and ensure goods ordered are delivered in good condition as per specifications.

Manage ordering of materials in accordance with school guidelines and Procurement Frameworks as required.

- Provide administrative support for school extra-curricular and fundraising events (e.g. plays, musicals, sport, 5K Fun Run, etc.).

ADMISSIONS & EXAMINATIONS

- Administer and prepare documentation in connection with new admissions, including communication with parents, subject option forms, booklists, and preparation for open days/evenings.
- Collate and provide administrative support with examination papers (scientific symbols etc.) Reproducing papers and ensuring that all papers are treated in a secure and confidential manner.
- Provide administrative support for school timetables, result sheets, attendance sheets, and student results.

RECORDS AND RETURNS

- Compile and maintain a student database management system. Support the use of Tyro or other school system and PPOD.
- Prepare and submit all returns to the Department of Education & Youth and other statutory bodies.
- Prepare and submit ad hoc returns to the Department of Education & Youth.

INFORMATION TECHNOLOGY

- Acceptance and co-operation with operating of IT/Finance/administration systems, approved by school 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

- Liaise with outside agencies – Local primary and post primary schools, Department of Education & Youth, 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 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.

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 will be sought following the interview process.

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education & Youth from time to time for a Clerical Officer.

Current scale for new entrants at Grade III is €31,119 - €48,425 (LSI I).

Current scale for a new entrant at Grade IV is €35,612 - €54,911 (LSI 2).

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

Annual Leave: 23 (Grade IV) days per annum
22 (Grade III) days per annum

Location	Athboy Community School
Nature of the Post	Permanent position with a 12-month probationary period
Reporting Relationship	The Clerical Officer will report on a day-to-day basis to the Principal
Salary	Salary will be paid in accordance with such rates as may be authorised by the Minister for Education & Youth from time to time for a Clerical Officer. Current scale for a new entrant at Grade IV is €36,473 - €52,762 (LSI1 = €54,762, LSI2 = €56,015). Grade III (new entrants salary scale is €31,935 - €47,77 per annum €49,41 Long Service Increment (LSI) New appointees start at the minimum point of the scale. Incremental is normally granted on appointment in respect of current experience in Civil Service, Local Authorities, Health Service or other Public Service Bodies and Statutory Agencies
Superannuation	Membership of the Single Pension Scheme
Hours of Work	35 hours per week (exclusive of breaks), Monday to Friday
Annual Leave	23 working days per annum (Grade IV) 22 working days per annum (Grade III)

Citizenship Requirements

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply.

How to apply

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

The Secretary, Board of Management, Kells Road, Athboy, Co Meath, C15XY73.

Closing date for receipt of applications is: 6 August 2026 at 4pm.

