

## Job Description for a Clerical Officer/Administrator

**Reporting to:** Principal

**Job purpose:** To support and provide financial, administrative and secretarial support to the Principal and SMT and work within the office management team.

**The successful applicant should display evidence of capacity in a wide range of the following key responsibilities**

### Finance

- Prepare the payroll.
- Reconcile and prepare all revenue on-line returns.
- Administer payroll on OLCS.
- 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, Adult Education, Mock Exams, Practical Exams etc).
- Ensure all payment to the school are recorded, receipted, reconciled and lodged to the appropriate bank accounts.
- Collect rent for use of premises, enrolment fees, book rental fees, school trips etc.
- Check and ensure accuracy of trader's accounts, part-time teachers and teacher's claims forms, travel forms, franking machines and expenses for Board of Management members.
- Assist in preparation for year end audit.
- Arranging payment of all invoices authorised for payment. Keep and record monthly petty cash payments.
- Monitor and control the school's cash flow.
- Prepare monthly/annual accounts (including Adult Education), bank reconciliation etc in accordance with DES guidelines. Provide reports as requested to principal.
- 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. Manage ordering of materials in accordance with Frameworks.
- Lodge cash/cheques and manage online banking including online payments and transfers.

### HR Administration

- 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.
- Prepare offer letters, employment contracts and new employee starter packs.
- Maintain a Staff List, including the Seniority List.
- Administer and assist with the organisation of staff training including updating, maintaining and recording all training activities completed.
- Update and maintain staff leave of absence and administer on-line OHS referrals.

- Provide monthly/quarterly sickness absence reports for the Principal.
- Ensure all staff files are accurately and securely maintained.
- Manage school calendar and co-ordination of SMT diaries.

### **Student Administration and Academic Records**

- Manage the student database and prepare DES October Returns, Systems Report design and backups.
- Administer and prepare documentation in connection with new admissions, including communication with parents, subject option forms, booklists and preparation for Assessment Open Day.
- Administer and assist with the scheduling and organisation of parent teacher meetings for all year groups.
- Assist with the organisation and administration of Student Award ceremonies/Graduation Night and other events including providing information to parents and producing award/graduation certificates for students.
- Produce Booklists for each year group and administer the School Book Grant Scheme.
- Assist with school journals, including Transition Year.
- Prepare and issue In-House Student Assessment Reports for each Year Group. Issue reports to Year Heads for signing, copying and posting.
- Prepare statistics for Year Heads in relation to in-house exam results.
- Prepare statistics for Year Heads of State Examination Results and liaise with the State Examinations Commission regarding state examination issues.
- Prepare student attendance reports for Year Heads and maintain on-line returns to TUSLA.
- Provide administrative support for school extra-curricular and fundraising events (e.g. Plays, Musicals, Sport, 5K Fun Run, etc. )

### **ICT**

- Maintain the student database management systems (PPOD Facility Admin Scheduler), including the continuous maintenance of teaching groups/timetable changes etc.
- Apply Data Protection Policy requirements in the maintenance of all records.
- Provide support with the maintenance of the school website.
- Liaise with relevant software/hardware support agencies in developing new systems.

### **Secretarial Support to the Principal**

- Provide secretarial and administrative support to the Principal in his/her role as Principal and Secretary to the Board of Management. Manage the Principal's diary.
- Maintain on behalf of the Principal all confidential matters relating to the administration and management of the school and operate secure filing systems.
- Provide assistance with the preparation for the Principal's Report for the Board of Management and the Principal's Report for the PTA.
- Provide administrative support re: Emergency Works Scheme, Summer Work Scheme and Sports Hall etc.
- Prepare grant applications to various agencies.

- Liaise with State Claims Agency as appropriate. Maintain Accident Report Forms and Claims Form ( Pupil Personal Accident ) for insurance purposes.

### **Communication/PR**

- Assist with producing the Year Book / School Journal and School Information Booklets
- Send texts to parents/guardians, Board members and staff as directed by the Principal.
- Control all incoming/outgoing school email on the general email account.
- Liaise with outside agencies, local primary schools, Youth Reach, other 2<sup>nd</sup> level schools, DES, TUSLA, sporting organisations and others.

### **Procurement**

- Maintain school order books, acquire tenders, and submit requisitions to Principal for approval.
- Liaise with School's Procurement Unit on procurement matters.

### **Administrator to the Board of Management**

- Deal with all correspondence for the Board. Assist the Principal with the preparation for Board of Management meetings. Record minutes of the Board meeting if requested.
- Submit copies of the BOM meeting to the DES and Board Trustees.

### **General Office Administration**

- Cover reception as and when required.
- Manage the diary for the senior management team.
- Organise catering on Staff Days or for DES / guest visits
- Ensure all correspondence is passed to relevant personnel effectively.

### **Person specification**

- ✓ Knowledge and experience of accounts software package(s).
- ✓ Strong IT skills particularly Excel and MS Office package.
- ✓ Experience of managing budgets and preparing financial reports.
- ✓ 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.
- ✓ An understanding of working in a school environment.
- ✓ Strong interpersonal skills, emotional intelligence and affinity with children.