



**Clerical Officer
Grade III
St. Caimin's Community School**

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

St Caimin's Community school is a co-educational school with an enrolment of 790 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, senior management team, 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 OF THE CLERICAL OFFICER SHALL INCLUDE:

FINANCE

- Monitor, control, and reconcile all financial allocations to the school (e.g., Main School Budget, Free Book Scheme, Exam Fee Scheme, Special Technology Grants, Junior Cycle, Leaving Certificate Applied, Mock and Practical exams, In-service).
- Check and ensure the accuracy of traders' accounts, part-time teachers, teachers claim forms, travel claims, petty cash returns, postal franking machines, and expenses for Board of Management members.
- Ensure all payments to the school are recorded, receipted, reconciled, and lodged to the appropriate bank accounts.
- 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.
- 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 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

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 of a student database management system. Support the use of VSWare/Advanced or other school system and PPOD.
- Prepare and submit all returns to the Department of Education & Youth and other statutory bodies.
- Prepare and submit of 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.

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.

Location: St. Caimins' Community School, Shannon, Co. Clare

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: Grade III (new entrants salary scale is €31,619 - €48,925 LSI).

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

How to apply:

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

The Secretary,

Board of Management,

St. Caimin's Community School, Shannon, Co. Clare

Closing date for receipt of applications is: 24/04/2026