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Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Job Description: Clerical Officer School Secretary

Thank you for your interest in joining **Waterford and Wexford Education and Training Board (WWETB)**. We are excited that you are considering a rewarding career with an organisation committed to making a positive impact on the communities we serve.

This job description provides you with all the key information you need to understand the role, the benefits of working with us, and what sets WWETB apart as a great place to build your career. Whether you're seeking a new challenge, professional development, or the opportunity to contribute to education and training in our region, WWETB offers a dynamic and supportive environment for your career.

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Job Description

This Job Description is designed to provide you with a clear and comprehensive overview of the role, outlining the key responsibilities and expectations that come with the position of Clerical Officer. It will guide you through the tasks you'll be expected to undertake and show how your contributions will play a crucial part in achieving the broader goals of the organisation.

In addition, it will highlight the essential qualifications, experience, skills, and competencies we seek in the ideal candidate. This will help you assess how your background aligns with our needs, ensuring that you are well-informed about what we're looking for and how you can best contribute to the success of the team.

Title:	Clerical Officer – School Secretary (Part-Time)
Grade:	Grade III
Location:	St. Paul's Community College, Waterford
Reporting to:	School Principal
Tenure:	Specific Purpose Part-Time Contract covering Workshares
Competition Profile:	This is an open competition
Starting Salary:	The starting salary for this role is €31,119 per annum (pro-rata if part-time)
Working Hours:	20 hours per week over 3 days
Annual Leave:	22 days per annum (pro-rata if part-time)

Job Summary

The purpose of this role is to provide high-level administrative support to Waterford and Wexford Education and Training Board (WWETB). The successful candidate will assist in the delivery of quality services, in line with the organisation's remit, working collaboratively with colleagues across WWETB and the wider community, including schools and Further Education and Training Centres. WWETB is committed to continually improving the quality and effectiveness of its services and systems, spanning multiple functions, including Schools, Further Education and Training Centres, Finance, Human Resources, and Corporate Services. The responsibilities of this role will support these efforts, as detailed below.

Key Responsibilities

The purpose of this post is to provide an exceptional front of house reception service to parents, colleagues, students and visitors in a busy, pressurised environment where demands, tasks and activities change at short notice within and outside the academic year. Candidates will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the school community.

The Clerical Officer - School Secretary plays a vital role in providing administrative support and ensuring the smooth operation of the assigned area. Working closely with line managers and colleagues, the successful candidate will contribute to the delivery of services and the achievement of organisational goals.

- Supporting the administrative functions of WWETB in one of the main offices (Ardcavan, Waterford, Dungarvan) in the areas of Finance, Human Resources or Corporate Services OR general administration in a School or Education Centre under the remit of WWETB.
- Any related duties as may be assigned from time to time by the Head of Department, Centre, School or nominee.

This job description offers a broad outline of the role's key duties and is designed to be flexible and adaptable. It will be reviewed periodically to ensure it remains aligned with organisational needs.

Essential Requirements

The following outlines the essential qualifications, skills, and competencies required for candidates applying for the **Clerical Officer - School Secretary** position. These criteria are designed to ensure that applicants possess the necessary foundation to excel in the role and contribute effectively to the organisation's goals.

- Have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service.
- Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise.
- Be capable and competent of fulfilling the role to a high standard.
- Be at least 17 years of age on or before the date of the advertisement of the recruitment competition.

Desirable Requirements

The following outlines the desirable requirements for candidates applying for the **Clerical Officer – School Secretary** position and may be used to facilitate shortlisting should there be a high volume of applicants;

- experience working in an administrative role in the education sector

Person Specification

- Excellent organisational, administration & IT skills.
- Ability to work on own initiative within a flexible, co-operative, team structure
- MS Office skills (Word, excel, PowerPoint)
- Curious and inquisitive with a willingness to learn
- Ability to work under pressure
- Self-motivating, flexible and results focussed
- Ability to prioritise and manage work in a dynamic and fast paced environment
- Proven record as a team player
- Goal oriented in a manner that ensures work is comprehensively completed
- Excellent communication and interpersonal skills
- Have excellent secretarial and administrative skills and telephone manner

Eligibility to Apply

Candidates must, by the date of job offer, be:

- A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa