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

Job Description: Clerical Officer

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 – FET Quality Team
Grade:	Grade III
Location:	Waterford Training Centre, Co. Waterford
Reporting to:	Adult Education Officer
Tenure:	Specific Purpose Contract covering a period of leave
Competition Profile:	This is an open competition
Starting Salary:	The starting salary for this role is €31,119
Working Hours:	35 hours per week
Annual Leave:	22 days per annum
Flexitime:	Not Applicable to this position
Blended Working:	Not applicable to this position

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.

The successful candidate will work as part of the QA Team. Their principal roles will comprise of the administration associated with assessments for training programmes. Their work will also include other administration type projects and pieces of work appropriate to the overall remit of the Quality Team and Further Education and Training provision at the discretion of the Quality Manager.

Key Responsibilities

The Clerical Officer 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.

- Maintenance of various databases, inputting of information correctly and efficiently.
- Scheduling, creating and issuing secure exam test packs.
- General typing, printing as required.
- Noting and minuting meetings accurately and issuing as appropriate.
- Acquiring quotes, ordering, and maintaining stationery.
- Reader/Scribe learner support as required.

- Travel as required and other appropriate duties as required.
- Working as part of a close-knit team with the department.
- Answering main telephone lines with the recruitment department and when required, reception duties.

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** 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** position and may be used to facilitate shortlisting should there be a high volume of applicants;

- Prior experience working in an education or training environment
- Prior experience working with finance or creditor systems (such as P2P) and experience with ordering and invoicing.
- Strong I.T. skills and/or qualification including Microsoft Office, document preparation, and database entry.

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

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