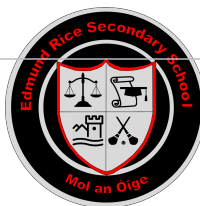


ID FÃ°GRA 235857

## RÃ°naÃ° / RiarthÃ°ir

## Edmund Rice Secondary School

Mount St. Nicholas Carrick On Suir E32PO39

<https://erss.ie>

## PRÃ°OMHSHONRAÃ°

StÃ°idas:	DÃ°ghnÃ°omhaithe
LeibhÃ°al:	Iarbhunscoil
DÃ°ta PostÃ°ilte:	Aoine Beal 30 2025
SpriocdhÃ°ta le haghaidh larratas:	Aoine Meith 13 2025
DÃ°ta Tosaithe:	Luan MFÃ°mh 15 2025
StÃ°idas an Phoist:	Buan
LÃ°on na bhFolÃ°ntas:	1
LÃ°on uaireanta sa tseachtain:	40

## SONRAÃ° SCOILE

CineÃ°il Scoile:	MeÃ°jnscoil
Rolla Reatha:	316
Scoil Droichead:	TÃ°i

## SONRAÃ° AN PHOIST

## Eolas Breise:

Clerical Officer - Grade III

Summary of Position

The successful candidate will be the first point of contact to parents, colleagues, students and visitors in a busy environment where demands, tasks and activities change at short notice.

Excellent organisational and communication skills are required, with confidence and ability to deal with a variety of queries.

## Main Duties

The role of the Grade III Clerical Officer will include the following:

â?¢ Managing school communications including emails, phone calls, and correspondence with a high level of professionalism and confidentiality.

â?¢ Excellent IT skills (Microsoft Office, Excel, Word, Outlook etc.)

â?¢ Knowledge of or willingness to learn school administration systems (e.g. VSware, P-Pod, OLCS)

â?¢ Maintaining accurate pupil records using VSware, P-Pod and other school systems.

â?¢ Maintaining leave records for staff on OLCS and forwarding same to payroll section DES

â?¢ Maintaining payroll for any part-time, auxiliary staff, examination aides re. state exams using Thesaurus Payroll system.

â?¢ Completing and submitting October Returns to DES annually.

â?¢ Supporting the Principal, Deputy Principal and staff with administrative tasks.

â?¢ Managing admissions.

â?¢ General office duties â?¢ photocopying, filing, etc.

â?¢ Liaise with service providers, suppliers and visitors as required.

â?¢ Booking buses and keeping records of bookings re. matches, school outings etc.

â?¢ Adhere to school policies, particularly those related to Child Safeguarding, Health & Safety, GDPR/Data Protection, and report any concerns appropriately.

## Essential Requirements

• Have the requisite knowledge, skills and competencies to carry out the role.  
 • Ability to work independently and as part of a team, using initiative where required.  
 • Is respectful, courteous and professional, remaining composed, even in challenging circumstances  
 • Professional Qualifications:   
 Eligible applicants will be those who obtained at least grade D (or pass) in Higher or Ordinary Level in five subjects from the approved list of subjects in the Department of Education established Leaving Certificate Examination or Leaving Certificate Vocational Programme or Leaving Certificate Applied or passed an examination of at least equivalent standard or satisfactory relevant experience which encompasses demonstrable equivalent skills. Candidates must possess the requisite knowledge and ability, including a high standard of suitability and administrative ability and be capable and competent of fulfilling the role to a high standard.  
 • Be willing to upskill as needed.  
 • Excellent organisational, communication and interpersonal skills,  
 • Have excellent secretarial and administrative skills and telephone manner.  
 • A positive outlook and a desire to contribute to the overall development of the school.  
 • Experience in a school or educational setting is desirable but not essential.

#### Salary

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for Grade III positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy.

Please supply TWO written references.

Appointment subject to Garda vetting and a 6 months probationary period.

#### RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reacht il bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Tagairt (scríofa)
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Digiteach)

Is féidir iarratais a chur isteach trá

- Ráomhphost

#### CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

**Uimhir Rolla:** 65270U  
**Cuir Iarratas Chuig:** The Principal  
 Mount St. Nicholas  
 Carrick On Suir  
 E32P039  
**Contae:** Tiobraid Árann  
**Ceisteanna Chuig:** [principal@erss.ie](mailto:principal@erss.ie)  
**Suíomh Grádas:** <https://erss.ie>  
**Tuilleadh Eolais:** <https://www.erss.ie>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN a cheadaí le haghaidh áiside ag cuardaitheoir post amháin. Níl féidir an fhaisnéis atá ann a áosládh, a cháipeáil ná a áisid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádas eircaíochta agus fágraíochta eile, gan cead sainráite i scríbhinn a fháil roimh ré á IPPN.