

ADVERT ID 244717

## Secretary / Administrator

### Pobalscoil Inbhear Scéine

Railway Road Kenmare V93 K580  
<https://www.kenmarecs.com>



#### MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Thu Sep 18 2025
Application Closing Date:	Mon Sep 29 2025
Commencement Date:	Mon Oct 13 2025
Status of Post:	Permanent
Number of Vacancies:	2
Number of hours per week:	35

#### SCHOOL DETAILS

School Type:	Community School
School Structure:	Co-Educational
Current Enrolment:	646
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

Pobalscoil Inbhear Scéine invites applications for the permanent position of:

1. Grade IV Clerical Officer
2. Grade III Clerical Officer

##### 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 role of the Clerical Officer is multifunctional and varied and includes the following:

##### FINANCE

- Monitoring, controlling and reconciling all financial allocations to the school (e.g., main School Budget, ICT Grants, Junior Cycle, Leaving Certificate Applied, Mock and Practical exams, In-service).
- Checking and ensuring accuracy of trader accounts, part-time teachers & SNAs, employee claim forms, travel claims, petty cash returns and expenses for Board of Management Members.
- Cash: Collecting rent for use of premises, school charges, and occasional items such as school trips etc.
- Ensuring all payments to the school are recorded, receipted, reconciled, and lodged to the appropriate bank accounts.
- Preparation and administration of payroll.
- Co-operation with existing and new finance systems.
- 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.
- Arrange payment for all invoices authorised for payment.

## ADMISSIONS

- Administer and prepare documentation in connection with new admissions, including communication with parents, subject option forms, updating PPOD and school database.

## HR ADMINISTRATION

- Liaise and assist schemes various employment schemes in a complementary capacity subject to National Policy and local agreements.
- Provide administrative assistance with the appointment of teachers and non-teaching staff.
- Administration of the Single Public Service Pension Scheme. Preparation of reports/information to the Department as required.
- Maintain school HR files. Ensure all staff files are accurately and securely maintained in line with Data Protection legislation.
- Maintain staff attendance records and the consequential work that arises when part-time teachers undertake substitution work.

## RECEPTION DUTIES

- Meeting all visitors (parents, officials, community leaders, etc.)
- Processing incoming and outgoing communications – email, mail, fax, telephone, ensuring that all information is conveyed to the appropriate persons.

## SECRETARIAL DUTIES

- All school secretarial work - 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 & Youth & trustees.
- Maintaining all items of office equipment.

## SECRETARY TO PRINCIPAL

- Secretarial and administrative functions on behalf of the Principal in his/her role as School Principal and Secretary to Board of Management.
- Maintaining, on behalf of the Principal, all confidential items relating to the administration and management of the school.
- Advising the Principal on the administrative implications of proposed policy changes.

## PROCUREMENT

- Maintaining of school order books, acquiring tenders, submitting requisitions to Principal for approval and ensuring goods ordered are delivered in good condition as per specifications. Manage ordering of materials in accordance with school guidelines and Procurement Frameworks as required.

## EXAMINATIONS

- Provide administrative support for school timetables, result sheets, attendance sheets and student results, etc.

## RECORDS AND RETURNS

- Compiling and maintaining of a student database management system. Support the use of Compass or other school system and PPOD.
- Preparing and submitting of all computerised statistical returns to the Department of Education & Youth.
- Preparing and submitting 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 Management, which are designed to enhance management information services and participating in training courses as required. Appointees will be expected to use new techniques and technologies as they arise.

## 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

- Liaising with outside agencies – local primary and post primary schools, Department of Education & Youth, ETBs, sporting organisations, community groups, local employers, government schemes etc.

The above list is not exhaustive.

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.

- ? Effective team player, flexible and reliable.
- ? Well organised with experience in developing efficient administrative systems.
- ? Capacity to build positive working relationships with senior management and colleagues in the school.
- ? A high degree of discretion and ability to work with sensitive and confidential data.
- ? Ability to handle multiple tasks simultaneously.
- ? 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 may be sought following the interview process.

Nature of the Post: permanent with a 6-month probationary period.

Reporting Relationship: The Clerical Officer will report on a day-to-day basis to the Principal.

Salary:

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education & Youth from time to time for a Clerical Officer.

The appointed candidate will commence at Point 1 of the Salary Scale unless they have previous recognised experience in a school administration role.

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 91503P

**Apply To:** Pobalscoil Inbhear Scéine  
Railway Road  
Kenmare  
Co. Kerry  
V93 K580

**County:** Kerry

**Enquiries To:** [info@kenmarecs.com](mailto:info@kenmarecs.com)

**Website:** <https://www.kenmarecs.com>

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