

## **DUTIES OF THE GRADE III CLERICAL OFFICER MAY INCLUDE**

In larger schools the main responsibility for discharging the finance function should be assigned to the higher graded post.

### **FINANCE**

- Monitoring, controlling and reconciling all financial allocations to the school (e.g. Main School Budget, Home/School Liaison, Free Book Scheme, Exam Fee Scheme, Special Technology Grants, Junior Certificate, Leaving Certificate Applied, Leaving Certificate Vocational Programme, Community Employment, In-service, Adult Education).
- Checking and ensuring 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.
- Cash: Collecting rent for use of premises, enrolment fees, book rental fees, telephone 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.

### **PERSONNEL**

- Liaise and assist with FET schemes in a complementary capacity subject to National Policy and local agreements.
- Provide administrative assistance with the appointment of teachers.
- Maintaining of school personnel files.
- Maintaining teacher 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 – mail, fax, telephone, ensuring that all information is conveyed to the appropriate persons.

### **SECRETARIAL DUTIES**

- All school secretarial work including typing, word processing, 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 and Skills.
- 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.

## **EXAMINATIONS**

- Collating and preparation of examination papers (scientific symbols etc.) Reproducing papers and ensuring that all papers are treated in a secure and confidential manner.
- Word processing of timetables, result sheets, attendance sheets and student results.

## **RECORDS AND RETURNS**

- Compiling of a student database.
- Preparing and submitting of all computerised statistical returns to the Department of Education and Skills.
- Preparing and submitting of Ad Hoc returns to the Department of Education and Skills.

## **INFORMATION TECHNOLOGY**

- Operating of systems, approved by 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**

- Liaising with outside agencies – Local Primary and 2nd Level School, Department of Education and Skills, E.T.B.s, Sporting Organisations, Community Groups, Local Employers, etc.

This list is not an exhaustive list of duties.