



# kcetb

Bord Oideachais agus Oiliúna  
Chill Chainnigh agus Cheatharlach  
*Kilkenny and Carlow  
Education and Training Board*

## CLERICAL OFFICER (Grade III)

**1 Permanent Contract – Coláiste Eoin, Hacketstown**

**REF NO: 2023MAR261**

<b>Job Title:</b>	Clerical Officer (Grade III)
<b>Current Vacancy:</b>	1 Permanent Post – 35 hours per week with Coláiste Eoin, Hacketstown
<b>Reporting:</b>	Department Manager/Head of Centre/School Principal as designated.
<b>Hours of Work:</b>	Monday to Friday – 35 hours per week.
<b>Initial Work Location:</b>	Initial assignment as outlined in the above school and is subject to change in line with the requirements of the service to any KCETB Office.
<b>Salary Scale:</b>	Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for Clerical Officers (Grade III). Current scale for new entrants at Grade III is €27,146 to €44,111.
<b>Annual Leave:</b>	22 days per annum. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

### Post Summary

The nature of the work carried out by the Clerical Officer will vary depending on the department within KCETB you are assigned to.

Successful applicants can expect a challenging, diverse and progressive environment within KCETB.

The Clerical Officer shall be in a position to deliver some or all of the following:

- Provide secretarial, administrative and reception assistance within an allocated department/school/centre
- Provide a professional and friendly approach in dealing with all learners, staff and management
- Check all work thoroughly to ensure it is completed to a high standard

- Establish and maintain efficient and effective systems/databases to ensure any and all data, records or information required by all interested parties including Internal and External Audit is readily available
- Control of relevant data, ensuring the submission of timely and accurate data for relevant payment within set deadlines
- Assist in the preparation and completion of returns to the ETB, Department of Education, SOLAS and other appropriate bodies in line with ETB guidelines
- Undertake special/one-off tasks
- Assist in the development of improved working practices in order to achieve improved service delivery
- Contribute to the development and implementation of appropriate management information systems
- Deal sensitively with correspondence, telephone enquiries or personal callers on all areas of work covered by the section involving contact with all interested parties as necessary while maintaining a high degree of confidentiality in all aspects of work
- Promote teamwork within the Department while maintaining a strong focus on self-development, seeking feedback, coaching and creating opportunities for self-development
- Undertake relevant training and development activities and respond positively to new and alternative systems
- Contribute to the ongoing development and implementation of Strategic initiatives across KCETB
- Assist with effectively promoting the values of KCETB and establishing a positive working culture and environment for all employees that supports the attainment of KCETB's goals
- Communicate efficiently and build productive working relationships with relevant internal and external stakeholders

This job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time by the CE and to contribute to the development of the post while in the role.

## **Creation of Panel**

A panel of qualified candidates ranked in order of merit will be formed as a result of the selection process.

Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may, within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains

first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit. Please note that once a candidate has been assigned they will no longer remain on the panel.

Qualification and placement on a panel is not a guarantee of appointment to a position.

The panel will remain in place for up to one year from the date of its formation. For certain competitions, the lifetime of a panel may be extended.

## **Other Conditions**

The appointment will be subject to the sanction of the Chief Executive.

External work may not be undertaken without the prior consent of the Board.

### **Probation**

Where a person is appointed to the position of Clerical Officer to Kilkenny and Carlow ETB the first 12 months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

### **Garda Vetting**

Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

### **References**

Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

### **Pre-Employment Health Assessment**

Candidates will be required to undergo a medical assessment or to complete a form declaring their health status. The result of the examination or declaration will be reviewed by the ETB's Occupational Health Service.

### **Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are available on [www.kcetb.ie](http://www.kcetb.ie).

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

## **Notice/Termination**

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

## **Essential Requirements**

The following are essential requirements for appointment to this post:

- 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
- Be capable and competent of fulfilling the role to a high standard
- 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 with 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 at least 17 years of age on or before the date of advertisement of the recruitment competition

## **Desirable Criteria**

- Level 6 or higher on the National Framework of Qualifications
- Experience in an administrative or equivalent capacity
- A good level of experience or knowledge of the designated area of work
- Excellent administrative and IT skills.

## **Competences**

The person appointed to the above post will be required to show evidence of the following competences:

### **Specialist Knowledge, Expertise and Self Development**

- Develops and maintains the skills and expertise required to perform in the role effectively including a high degree of competence in Word, Excel, Powerpoint and Data Management etc.
- Clearly understands the role, objectives and targets and how they fit into the work of the unit
- Is committed to self development and continuously seeks to improve personal performance

### **Team Work**

- Shows respect for colleagues and co-workers
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Offers own ideas and perspectives
- Understands own role in the team, making every effort to play his/her part

### **Information Management / Processing**

- Approaches and delivers all work in a thorough and organised manner
- Follows procedures and protocols, understanding their value and the rationale behind them
- Keeps high quality records that are easy for others to understand
- Draws appropriate conclusions from information
- Suggests new ways of doing things better and more efficiently

- Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.

### **Delivery of Results**

- Takes responsibility for work and sees it through to the appropriate next level
- Completes work in a timely manner
- Adapts quickly to new ways of doing things
- Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
- Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
- Identifies and appreciates the urgency and importance of different tasks
- Demonstrates initiative and flexibility in ensuring work is delivered
- Is self reliant and uses judgment on when to ask manager or colleagues for guidance

### **Customer Service and Communication Skills**

- Actively listens to others and tries to understand their perspectives/ requirements/ needs
- Understands the steps or processes that customers must go through and can clearly explain these
- Is respectful, courteous and professional, remaining composed, even in challenging circumstances
- Can be firm when necessary and communicate with confidence and authority
- Communicates clearly and fluently when speaking and in writing

### **Drive and Commitment to Public Service Values**

- Consistently strives to perform at a high level and deliver a quality service
- Serves the Government and people of Ireland
- Is thorough and conscientious, even if work is routine
- Is enthusiastic and resilient, persevering in the face of challenges and setbacks
- Is personally honest and trustworthy
- At all times, acts with integrity

**Closing date for receipt of completed application forms is:**

**Monday, 27 March 2023 at 12.00 noon.**

## General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- All sections of the application form must be completed in full.
- Candidates will be required to describe some of their personal achievements to-date that demonstrate how they meet the criteria outlined in the person specification. Examples can be from various settings including their professional, community or voluntary involvement.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
- One copy of your completed application form and any supporting information should be submitted.
- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- Application forms are only accepted electronically and should be signed and returned by email to: [recruitment@kcetb.ie](mailto:recruitment@kcetb.ie)
- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: [www.kcetb.ie](http://www.kcetb.ie)
- By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on [www.kcetb.ie](http://www.kcetb.ie) gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on [www.kcetb.ie](http://www.kcetb.ie)

## The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.
  - During the shortlisting process, the shortlisting board will examine the application forms and assess them against criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.
  - Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
  - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.
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