



**KILDARE COUNTY CHILDCARE COMMITTEE LTD**  
**Job Description**

**Clerical SUPPORT WORKER**

**Job Title:** Clerical Support Worker

**Employed by:** Kildare County Childcare Committee

**Reports to:** Kildare County Childcare Committee's  
CEO

**MAIN JOB PURPOSE**

To provide reception, office and administrative services to KCCC

**Principle Duties and Responsibilities**

- Provide front of house reception and telephone service in a courteous, friendly and professional manner.
  - Provide administration support for KCCC staff and members
  - Record and distribute appropriately incoming and outgoing post for KCCC
  - Manage queries that come through on the general e-mail address and respond or redirect as appropriate
  - Participate in KCCC events, network meetings or similar events to represent KCCC or
  - Provide administration support to Development Officers
  - Organise public information meetings, training, events and conferences as required
  - Support the effective administration of programmes, actions and initiatives of the KCCC Local Implementation Plan in conjunction with KCCC Staff
  - Develop and maintain a database of all publications held by KCCC
  - Update and maintain the KCCC internal database's
  - Ensure the related administrative functions are carried out in relation to KCCC events, mailshots and any related areas
  - Plan work, review progress and prepare reports
-

## REQUIREMENTS OF ALL KCCC STAFF

- Be committed to the purpose of KCCC and work within the Mission Statement, ethos and policies and procedures of KCCC and in the context of current legislation, regulations and good practice that apply
- Actively engage and participate in support and supervision sessions, annual appraisals, training or other such activities that may be required
- Actively participate in staff meetings and reviews of the work of KCCC
- Be flexible in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required
- Be vigilant to any Safety, Health and Welfare hazards/risks in the workplace and bring any concerns to the attention of your Line Manager or the nominated Health & Safety Representative
- Participate in the efficient flow of information within KCCC by sharing and seeking information as appropriate
- Work in a confidential and professional manner at all times
- Undertake work in a manner that is friendly, flexible and informal
- Staff may be required to take on nominated roles within the organisation such as Child Protection Person, Health & Safety Officer, First Aid Officer, Fire Safety Officer as appropriate and agreed with the Manager

*NOTE: This Job Description will be reviewed from time to time and updated in line with the needs of the work in relation to this position in KCCC*

### Person Specification

- A minimum of two years' experience of working within an office environment
- Excellent IT skills including knowledge of all Microsoft Office Programmes
- Good report writing skills
- Database and website proficiency
- Excellent verbal communication skills with an excellent telephone manner
- Knowledge of the childcare sector in Ireland is an advantage

The position of Clerical Support worker will be on the basis of 35 hours per week, 9am-5pm, 5 days per week. Temporary Contract with an immediate start and ending 31<sup>st</sup> December 2017.

A detailed job description is available to download from [www.kccc.ie](http://www.kccc.ie) or by contacting [Jackie@KCCC.ie](mailto:Jackie@KCCC.ie).

Application is by CV with cover letter by email to [Jackie@kccc.ie](mailto:Jackie@kccc.ie). Closing date Friday 7<sup>th</sup> July.

**INTERVIEWS WILL BE HELD WEEK OF 17TH JULY.**

**Kildare County Childcare Committee is an Equal Opportunities Employer**

---