

KILDARE COUNTY CHILDCARE COMMITTEE LTD
Job Description

Clerical Officer

Job Title: Clerical Officer

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 administration & financial (e.g. payroll, invoices, payments, budgets etc) administration support
- 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
- General office duties such as filing, correspondence and maintaining office records
- Support the preparation process for office meetings
- Deal with confidential information in a professional manner, with adherence to data protection legislation
- Participate in KCCC events, network meetings or similar events to represent KCCC
- Support the effective administration of programmes, actions and initiatives of the KCCC Local Implementation Plan in conjunction with KCCC Staff
- Update and maintain the KCCC internal database's
- Plan work, review progress and prepare reports
- Any other duties deemed necessary by the CEO

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

- Experience of working within an office/finance environment
- Good organisational and administration skills with careful attention to detail.
- Excellent IT skills including knowledge of all Microsoft Office Programmes (in particular Excel)
- The ability to manage and prioritise own workload and work with flexibility, initiative and creativity
- Experience of using data entry
- Excellent interpersonal and communication skills.

The position of Clerical Support worker will be on the basis of 35 hours per week Temporary Contract with a proposed start of 1st March 2019 and ending 31st December 2019. Salary is based on Clerical Officer Grade 3 Salary, Point 1 €23,587

Kildare County Childcare Committee is an Equal Opportunities Employer
