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**JOB DESCRIPTION**

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| **Job Title:** | School Secretary (Grade IV, Assistant Staff Officer) |
| **Reporting To:** | Principal or nominee |
| **Grade :** | Grade IV |
| **Role:** | School Secretary  Permanent 35 hours per week |
| **Location:** | Selskar College, Wexford |

**Summary of Position**

The purpose of this post is to provide an exceptional front of house reception service to parents, colleagues, students and visitors in a busy, pressurised environment where demands, tasks and activities change at short notice within and outside the academic year.  
Candidates will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the school community.

**Essential Requirements**

* Must hold at least Grade D3 in 5 subjects in the Leaving Certificate Examination or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework (Level 4/5).
* 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 filling the role to a high standard;
* Have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector. At least two years’ service in an ETB Caretaker Grade will also be considered valid.
* Oral Irish – for some of our posts there may be a requirement for competency in Oral Irish, to the satisfaction of the Chief Executive of the ETB. Please complete the section on the application form to be considered for these posts.

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for Grade IV positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy.

**Application Form**

Applications must be made on the official School Secretary Grade IV Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process.

**Shortlisting**

WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. WWETB Core Values of Respect, Accountability, Learner Focus and Quality are the guiding principles of the organisation and underpin the competencies required to fulfil this role. The interview will be competency based and marks will be awarded under the following skill sets identified for the position of Assistant Staff Officer:

* People Management
* Information Management and Decision Making
* Delivery of Results
* Interpersonal and Communication Skills
* Specialist Knowledge, Expertise and Self Development
* Drive & Commitment to Public Service Values

***People Management***

* Leads others, monitoring performance and trying to get the best out of people
* Allocated work fairly and appropriately and ensure that everybody does their fair share
* Addresses any performance issues in a timely, appropriate and constructive manner
* Involves others in decisions that affect them, allocating work fairly and appropriately
* Demonstrates trust in others to deal with important tasks and acknowledges a job well done
* Helps team members to identify their own and their team’s learning and development needs in line with objectives
* Helps build effective relationships and resolve disagreements between team members
* Acts as an effective link between staff and other managers

***Information Management and Decision Making***

* Follows procedures and ensures they are implemented in own area, understanding the rationale behind them
* Reviews completed work regularly and acts on learning points
* Evaluates current work practices to identify changes that could be made to improve efficiencies
* Can work effectively on a number of tasks at the same time
* Is comfortable working with and manipulating a range of data, e.g. numerical, written etc.
* Makes sound appropriate decisions in a confident manner and can justify and stand by them

***Delivery of Results***

* Delivers results on time and to a high standard
* Takes responsibility for own work and the work of the team
* Plans and prioritises the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands
* Evaluates the current work practices to identify changes that could be made to help them run more effectively
* Maintains accurate records and monitors work, ensuring any errors are identified and rectified
* Appreciates the need to delegate work appropriately rather than doing everything oneself

***Interpersonal and Communication Skills***

* Shows respect, tact and maintains composure when dealing with customers or staff members
* Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite
* Listens to others and invites feedback, dealing with information in a constructive way
* Influences others by actively listening and clearly expressing their position
* Produces written letters/reports in a clear and concise manner

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

* Develops and maintains the skills and expertise required to perform the role effectively, e.g. relevant technologies, IT systems, relevant policies etc.
* Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/Organisation and communicates this to the team
* Leads by example, being committed to self development and enhancing the knowledge and skills required to improve performance

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

* Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles
* Serves the Government and people of Ireland
* Can work independently without excessive guidance or support
* Demonstrates resilience in the face of significant demands and challenges
* Ensures that the customer is at the heart of all services provided
* Is personally honest and trustworthy
* Acts with integrity and supports this in otherS