

Clerical Officer/Administrator (part time, five days per week) required to join our dynamic, collaborative, and supportive school community. This position will take effect from mid-August 2025 (approximately). The successful candidate will play an integral part of the school community, working closely with the principal and school office team in a welcoming, professional, and discreet manner.

Desirable attributes for a successful candidate include:

- Excellent IT skills, to include experience in software packages (e.g., Microsoft Office).
- Experience in bookkeeping/accounts, to include accounts software packages, and a knowledge of payroll, RCT and VAT.
- Excellent level of numerical and analytical skills
- Experience of business online banking and processing payment runs.
- Being receptive and willing to upskill.
- Excellent interpersonal and communication skills.
- Ability to handle multiple tasks simultaneously.
- A high degree of discretion and ability to work with sensitive and confidential data.
- Commitment to meeting deadlines.
- Proactive in identifying improvements to ensure smooth systems and procedures.
- Ability to work independently and as part of a team.
- Experience in a school or educational setting.

Salary will be paid pro-rata in accordance with such rates as may be authorised by the Minister for Education from time to time for Grade III 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.

Appointment is subject to Garda vetting and a probationary period. The successful candidate will be required to undertake TUSLA child protection training.

Please submit a CV and cover letter by email to recruitment@newparkschool.ie with the subject line: Clerical Officer/Administrator.

Shortlisting may apply. Interviews may take place from week beginning 23 June 2025. All queries to recruitment@newparkschool.ie.