|  |
| --- |
| **Job title: Clerical Officer** |
| **Reports to: Operational Team Lead Kildare County Childcare Committee** |
| **Responsible to: Kildare County Childcare Committee CEO and Board** |

Kildare County Childcare Committee was established in 2002 to promote quality accessible childcare for all children from birth to fourteen years in partnership with key stakeholders. Kildare CCC is funded by the Department of Children, Disability and Equality (DCDE) and acts as the local agent for DCDE in County Kildare.

MAIN JOB PURPOSE



To work as part of an established team within Kildare County Childcare Committee to provide reception, office and administrative services for KCCC team and childcare service providers.

**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
* Degree in Early Childhood and Care Education is an advantage
* Experience of developing social media campaigns is an advantage

**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 Stakeholders
* 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
* Support the effective administration of programmes, actions and initiatives of the KCCC Local Implementation Plan in conjunction with KCCC Team
* 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 and interests of KCCC
* To work in accordance with the KCCC Mission Statement and ethos and within the codes of 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 committed to team working and be flexible in relation to taking on additional duties which may be required from time to time to meet team targets.
* 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 always
* 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.

**Nature of Employment:**

* Full time contract to the Kildare County Childcare Committee on a fixed term contract -35 hours - to 31st December 2025 (All contracts are subject to funding)
* The successful candidate will be required to be Garda Vetted
* Kildare County Childcare Committee is an equal opportunity employer.

Salary Scale: Aligned to Local Authority Grade 3

<https://www.forsa.ie/local-government-salary-scales/>

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