



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

JOB DESCRIPTION

Clerical Officer – Grade III

Hours of Work: **As per contract of employment**

Job Description:

The role of the Clerical Officer will be multifunctional and will vary to cover areas such as:

- General administration duties in areas such as: HR, Finance, Corporate Services, Capital & Procurement and IT
- Reception Cover
- General administration duties in Post Primary Schools and in Further Education and Training Campuses

Any other duties as are within the scope, spirit and purpose of the job as requested.

Person Skills:

The ideal candidate should be able to demonstrate their ability to:

1. Work as part of a team
2. Good interpersonal and communication skills
3. Provide the Organisation's customers with an efficient and effective service through face-to-face, telephone and written communication
4. Adopt a flexible approach in their work
5. Have excellent Planning and Organisational Skills
6. Excellent knowledge and skill in the use of Information and Communication Technologies
7. Capable of acting on own initiative
8. High level of professional integrity and demonstrates confidentiality, loyalty and trust.

Recruitment/ Promotion – Eligibility Criteria as per CL 008_2017

The following are essential requirements for appointments to this post

Candidates must:

- 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 fulfilling the role to a high standard;

- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent **or** have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise;
- be at least 17 years of age on or before the date of advertisement of the recruitment competition.
- Oral Irish – It may be a requirement of the post that the candidate possesses a competency in Oral Irish, to the satisfaction of the Chief Executive of the ETB/to the satisfaction of the IOT. Where there is a requirement for competency in Oral Irish in respect of a post it will be specified in the advertisement for that post.

Health

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Citizenship Requirement:

Candidate should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non- EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Work References

Work references will be requested by the ETB from nominated referees prior to appointment.

Garda Vetting

Appointment may be subject to satisfactory Garda Vetting.

Duration

Appointments may be for a Fixed Term/Specified Purpose and terms and conditions will be as per Department of Education and Youth Guidelines.

Salary Scale:

The pay scale applicable to the post will be €31,935 to €49,415 as per Department of Education and Youth Circular Letter CL 0058/2026. As per DEY guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale. Rate of remuneration may be adjusted from time to time in line with Government pay policy.



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Cleaner / Attendant Panel

CLEANER / ATTENDANT DUTIES – INCLUDE THE FOLLOWING

SCHOOL/FET CENTRE/CENTRE:	Within Limerick and Clare Education & Training Board Schools and Campuses
WEEKLY HOURS:	To be confirmed as vacancy arises
REPORTING TO:	School Principal / Deputy Principal / Centre Manager
SALARY:	€17.97 per hour, plus 8% holiday pay

JOB DESCRIPTION:

DAILY

- Daily sweeping/vacuuming/cleaning of surfaces and floors in classrooms, corridors, offices as necessary
- Daily cleaning, wiping and sweeping in canteen area and staff room after break and lunch
- Mopping and making safe any water or spills on floors
- Cleaning and maintenance of reception area
- Removal of paper from desk areas and the separation and disposal of waste
- Cleaning and disinfecting toilet areas
- Reporting any damage or hazards
- Responsibility for the safe storage of all keys, fobs, hazardous materials, cleaning equipment and tools
- Securing the School/FET Centre doors and windows on a daily basis
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WEEKLY

- Wiping down, dusting all window surfaces and removal of graffiti where necessary
- Thorough disinfecting and cleaning of toilet areas, urinals, toilet bowls and floors of toilet areas
- Cleaning offices including surfaces and floors
- Emptying the waste and recycling bins throughout the School/FET Centre
- Refuse bins to be left out for removal from premises
- Inspect all areas to identify problems needing attention

MONTHLY

- Carry out a review of all areas for cleaning and upkeep to identify and plan cleaning on a scheduled basis

GENERAL

- Responsibility for maintaining floor areas and surfaces to the highest standards of cleanliness and hygienic condition
- To support the School/FET Centres Green Policy of Recycling and Waste Disposal
- Preparation of Examination Centres as necessary
- Preparation of School/FET Centre premises for special occasions
- Ensure that the School/FET Centre is cleaned during holiday periods
- Flexibility with regard to rotating duties with colleagues
- Working as part of a team.

Any other duties as assigned from time to time by the Principal, Deputy Principal/designated teacher/Centre Manager



Caretaker

1. The duties attached to the post of Caretaker will, inter alia be as follows: -

- (a) To take care of the School/Further Education and Training (FET) Centre premises and contents and to prevent as far as possible any damage to the structure, furniture, fittings and equipment;
- (b) To keep the School/FET Centre premises, furniture, fittings in a clean and safe condition;
- (c) To keep in a clean condition all glass in doors, windows, etc., where same is accessible without the use of long ladders;
- (d) To see to the heating of the building during the cold period of the year, and to maintain the central heating system in good working order;
- (e) To exercise economy in the use of fuel and light throughout the building and to prevent all unauthorised use of same;
- (f) To keep in safe custody the keys of all rooms in the buildings and to ensure that no unauthorised person shall have access to any part of the buildings;
- (g) To be responsible, under the supervision of the Principal/Centre Manager/Science Teacher for the planting, care and maintenance of the School/FET Centre Garden and demonstration plots;
- (h) To keep the School/FET Centre grounds in order and condition, and to prevent trespass thereon;
- (i) To open and close the School/FET Centre as directed by the Principal/Centre Manager;
- (j) To control entry of students to, and their exit from the School/FET Centre and to prevent loitering in the vestibules and corridors;
- (k) To have all classrooms ready for the meeting of classes at least half an hour before the official time of commencing;
- (l) To note and arrange for the receipt of stores, timber, iron, parcels of class and other materials for general use, and for the transfer of stores, equipment and similar transactions;
- (m) To keep the latrines in a clean and sanitary condition and to disinfect when required;
- (n) To carry out any minor repairs that may be necessary from time to time, and to touch up any breaches in paint on walls, furniture, etc.;
- (o) To arrange for setting up of exam centres during both house and State exams;
- (p) To perform such other duties as may be required and generally to carry out such instructions as may, from time to time be given by the Chief Executive, the Principal/Centre Manager, or other responsible officer;
- (q) The person appointed will not be permitted to undertake any employment outside his/her duties as Caretaker, without the prior written permission of the Chief Executive.

2. At present the working week extends over 39 (thirty-nine) hours and a time- table agreed with the Principal/Centre Manager will be operated. The appointment will be terminable by one month's notice in writing on either side.

3. The Salary Scale applicable to this post for a New Entrant Caretaker is €37,389 to €41,729 as per DEY Circular Letter 0058/2026.