**Job Description**

JOB TITLE: Clerical Officer

LOCATION: Kildare County Childcare Committee (KCCC)

Unit 21, Thompson Enterprise Centre, Clane Business Park, Clane, Co. Kildare W91 E6NY.

REPORTING TO: CEO, KCCC

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**MAIN JOB PURPOSE**

To provide general office duties to support the CEO of KCCC.

**DUTIES**

* General administrative and clerical work.
* Maintaining high quality records in a thorough and organised manner.
* Supporting CEO in projects and initiatives.
* Checking all work thoroughly to ensure it is completed to a high standard.
* Communicating and providing a quality service to the Board of Directors
* Working as part of a team.
* Working with the latest technology to record and advance services.

**Qualifications**

ECDL with proficiency in Microsoft suite of programmes including internet and email.

**REQUIREMENTS OF ALL KCCC STAFF**

* Be committed to the purpose of KCCC and to working within the mission statement, ethos and policies and procedures of KCCC and in the context of current legislation, regulations and good practice that applies.
* Actively engage and participate in Support & Supervision sessions, Annual Appraisals, training or other such activities as 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 the Line Manager or the nominated Health & Safety Representative.
* Participate in the efficient flow of information within KCCC by sharing and seeking information as appropriate.
* Undertake your 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 etc. as appropriate and agreed with the Coordinator.
* Other tasks as may from time to time be required.

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