**St John Paul II Pastoral Centre**

*Rock Road, Killarney, Co. Kerry V93 6NHR*

**Job Description:** This job description sets out your general duties and responsibilities. However, these duties and responsibilities may change as the role develops. Any changes will be discussed with you in advance.

**Job Title:** Secretary

**Place of Work:** St John Paul II Pastoral Centre, Rock Road, Killarney

**Job Summary:** To ensure the effective day-to-day administration of the office, the administration of the Garda Vetting procedure for the primary schools of the diocese and work closely and collaboratively with the diocesan pastoral team to maintain a high quality of service to the diocese.

**Main Duties:**

1. ***Receptionist***
2. ***Secretarial***
3. ***Garda Vetting***
4. ***General***
5. ***Receptionist***

* *Manage all calls and queries*
* *Deal with people calling to the office*
* *Maintain diary of all centre bookings*
* *Handle payments for bookings etc and issue receipts*
* *Sort and forward all incoming emails and post*
* *Check diary for day’s activities and make arrangements as necessary*

1. ***Secretarial***

* *Update web page and Facebook posts as appropriate*
* *Provide assistance to all pastoral team members*
* *Assist with the publication and distribution of diocesan literature*
* *General typing and administrative work as required*
* *Ensure all data on the centre systems is kept up to date and backed up regularly*

1. ***Pre-processing of Garda Vetting forms***

* *Upload applicants’ data on the Garda Vetting Portal*
* *Liaise with primary schools, Diocesan Safeguarding Officer and National Vetting Bureau*
* *Maintain up to date filing systems of the Garda Vetting Forms*

1. ***General***

* *Maintain all records as required*
* *Manage the office filing system*
* *Co-ordinate maintenance and repair needs of pastoral centre property and equipment*
* *Order and ensure supplies of all consumable items*

**Enquiries:** [**diocesanpastoralcentre@dioceseofkerry.org**](mailto:diocesanpastoralcentre@dioceseofkerry.org)