

# Application Form for Permanent Vacancy for School Secretary



Billis Bridge National School has a Permanent Vacancy for a School Secretary.

- The position is to commence on Monday, 6<sup>th</sup> January 2020.
- The successful candidate will be required to work during days when the school is open to students and other days as required.
- The hours of work are from 9.30am to 2.00 pm - Monday to Friday.

## Example of Duties include:

- **Reception Work** - phone calls, email and ICT work. Opening and distributing post.
- **Office Management** - Managing the school filing system. Preparing items for the post and posting them. Responding to and passing on enquiries in the office from: teacher/parents/children/visitors to the school. Assisting the Principal with the preparation of various school documents. Photocopying, Rolla. Arranging service of the photocopying machine. Maintaining a tidy, organized office/admin area. Set up and use the text-a-parent service and other school rotas. Downloading and printing circulars from DES website, as required. Arranging service of the photocopying machine and re-ordering of toner and paper. Ordering new stationery and matching of order to receipt of goods and invoice.
- **Financial Matters** - Collection of monies for various school events and activities, counting the money and lodging money to school bank account. Ability to liaise with school treasurer and record accounts via excel for Board of Management.
- **Enrolment** - Preparing all the paperwork needed for annual enrolment week - takes charge of photocopying birth certs, baptismal certs, school reports. Initial processing of applications according to our Enrolment Policy. Prepare letters informing the parents of the outcome.
- Tax and VAT knowledge an advantage.

## Key Skills

- The ideal candidate will be required to have excellent ICT skills and be proficient in Word and Excel software.
- Excellent command of English.
- Relevant experience and qualifications in office management.
- Strong organisational skills
- Proven ability to initiate, plan and work on own initiative
- Proven ability to work in a team environment with staff

Salary will be discussed at interview.

Shortlisting may apply.

Applications forms and supporting documentation should be printed one-sided on white paper and should be clipped together rather than stapled. Completed application forms should be submitted by post with curriculum vitae, two written references and a cover letter to the Chairperson, Billis Bridge National School, New Inns, Ballyjamesduff, Co. Cavan, A82 CK31 on or before the deadline. The deadline for receipt of completed applications is **12 noon on Monday 28<sup>th</sup> October 2019.**

The successful candidate will be required to satisfy mandatory Garda vetting requirements. This appointment is subject to satisfactory Garda Vetting and the terms of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016,

## Section 1 – Personal Details

<b>Name</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Telephone &amp; Mobile</b>	

## Section 2 – Education/Training History

Please start with your most recent qualification obtained, the name of the school/college and the commencement and finishing date of each course.

<b>From</b>	<b>To</b>	<b>School/College</b>	<b>Qualification obtained</b>

## Section 3 – Relevant Employment History

Please start with your most recent employment first. Please state the commencement and finish date, name and address of employer and the duties undertaken.

<b>From</b>	<b>To</b>	<b>Employer's name and address</b>	<b>Duties</b>

## Section 4 – Additional Relevant Information

Additional information: Is there any other information, in addition to that provided above, that you should give the school in the interests of making full and frank disclosure of everything that might have a bearing upon its evaluation of your application? Please include any extra information which is relevant to the job you are applying for.

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## Section 5 – Referees

Include at least two professional referees i.e. people who will vouch for your professional ability and work experience. Please include their contact phone number.

<b>Referee's name</b>	<b>Company's Name and Address</b>	<b>Position</b>	<b>Phone No.</b>
1.			
2.			
3.			