

ADVERT ID 115467

## Secretary

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### Scoil Mhuire

Green Lane Leixlip W23 TX49  
<https://www.scoilmhuireleixlip.net>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Feb 13 2019 10:42:26  
**Application Closing Date:** Wed Feb 27 2019  
**Commencement Date:** Mon Apr 8 2019  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 19  
**Current Enrolment:** 275  
**Droichead school:** Yes

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#### POST DETAILS

**Panel of Applicants:** An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

**Additional Information:** The Board of Management of Scoil Mhuire, Leixlip wishes to appoint a suitable candidate to a full-time secretarial post.

The position is for 35 hours per week during school term time and four weeks during the summer closure.

The hours of work will be 8.30am – 3.30pm.

The school Secretary will report to the Principal.

The successful candidate will undertake duties as directed to support the administration of the school.

The key responsibilities of this role will be as follows:

- General office duties
- Communicating with parents/guardians
- Day to day school accounts
- Liaising with relevant bodies e.g. Parents Association, Board of Management, etc.
- Use of a School Management System (Aladdin) and POD (Pupil Online Database)

The following skills are required:

- Excellent typing, general administrative and organisational skills

- Pleasant and approachable manner
- Excellent communication and interpersonal skills and ability to work as part of a team in a busy school environment
- IT skills to include e-mail, Microsoft Word and Excel
- Knowledge of the administration of payrolls, accounts and the use of a payroll system such as Thesaurus
- Experience of Revenue, VAT and RCT desirable
- Knowledge of GDPR desirable
- Ability to work confidentially at all times
- Ability to work to deadlines.

Please include in your application:

- An outline of how you meet the above requirements
- Details of relevant experience
- Appointment will be subject, but not limited to, satisfactory references and current Garda vetting requirements
- A probationary period will apply
- Closing date 27th February

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19459H

**Apply To:** Chairperson of the Board of Management,  
Scoil Mhuire,  
Green Lane  
Leixlip  
Co. Kildare  
W23 TX49

**County:** Kildare

**Enquiries To:** [scmhuireleixlip.ias@eircom.net](mailto:scmhuireleixlip.ias@eircom.net)  
01 6244851

**Website:** <https://www.scoilmhuireleixlip.net>

**Further Information:** <https://www.scoilmhuireleixlip.net>

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