

ADVERT ID 142054

## Secretary

### South Abbey NS

Golf Links Road Youghal P36HN47  
<https://www.southabbeyns.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Sep 1 2020  
**Application Closing Date:** Sun Sep 20 2020  
**Commencement Date:** Mon Oct 5 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Church of Ireland  
**Classification:** DEIS 2  
**Total No. of Teaching Staff:** 26  
**Current Enrolment:** 222  
**Droichead school:** Yes

#### 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:

South Abbey National School is looking for a Secretary with demonstrable expertise in office management and administration to work in our school. The suitable candidate will be an integral part of our school community and will manage the school office in a welcoming, professional and discrete manner while upholding our school ethos.

The appointment is subject to Garda Vetting and the successful candidate will have to undertake TUSLA Child Protection Training.

School hours are 8.30am – 2.10pm. The post will be c.30 hours per week.

Management of office including but not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below.

Organising, maintaining and updating school databases and filing systems.

Managing school correspondence.

Maintenance of all school supplies.

Maintenance and filing of all documentation.

Maintenance of School Accounts via School Accounting Software.

Online Banking, lodging cash & recording all income & expenditure.

Maintaining records of all leave taken by school staff.

Co-ordination internal communications (post, telephone messages, email, etc.).

Liaison with representatives of service providers, suppliers, school users and visitors.

Working in close co-operation with the Principal and teaching staff and performing work requested by them.

Carrying out other duties assigned by the Principal and related to the post of School Secretary.

Desirable Skills/Knowledge:

Excellent interpersonal and organisational skills.

Excellent communication skills (both verbal and written).

Excellent typing/IT skills.

The candidate will need to be highly confidential in all areas of their work and be GDPR Compliant.

Ability to plan and work efficiently and on own initiative, working to deadline and showing flexibility consistent with the nature of the job.

A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, PowerPoint), with ability to learn new applications.

Experience of operating database platforms such as or similar to the Online Claim System (OLSC), Pupil Online Database (POD) & School Accounting Software.

Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements, BOI online Banking, Payroll & ROS.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 10724B

**Apply To:** southabbeysecretarypost@gmail.com

Applications by email marked for the attention of:  
Mr Billy Baker  
Chairperson BOM

**County:** Cork

**Enquiries To:** [southabbeysecretarypost@gmail.com](mailto:southabbeysecretarypost@gmail.com)

024 91060

**Website:** <https://www.southabbeyns.ie>

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