

ADVERT ID 145572

Secretary

Cloughjordan No. 1 NS

Templemore Road Cloughjordan E53 YY82
<https://www.cloughjordanno1ns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Nov 25 2020
Application Closing Date: Wed Dec 9 2020
Commencement Date: Wed Jan 6 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 5
Current Enrolment: 76
Droichead school: No

POST DETAILS

Additional Information:

This is a Temporary Part-time Position from 6th January - 18th June 2021, 5 days a week from 9.15am - 12.30pm

The successful candidate will manage the school office/reception in a welcoming, professional and discrete manner, and will be an integral part of the school community.

Responsibilities include, but are not limited to:

Working in close co-operation with the principal and staff
 Organizing, maintaining and updating school databases and filing systems to include Online Claims System (OLCS), Primary Online Database (POD), Collsoft Payroll, Aladdin, way2pay etc.
 Maintaining school accounts using the Financial Support Services Unit spreadsheets
 Liaising with Revenue & making returns
 Maintenance and filing of documentation.
 Assisting with maintaining school website.
 Liaising with representatives of school service providers, suppliers, visitors etc.
 Managing school correspondence – post, phone, emails etc.
 Carrying out other duties assigned by the school principal related to the position of school secretary

Skills/Knowledge required:

Excellent interpersonal, communication and team working skills
 Excellent office administration skills.
 Highly proficient in use of ICT and Microsoft Office (Word, Excel etc) with a willingness to master new applications.

Excellent attention to detail

The successful candidate must be highly confidential in all areas of their work and have a clear understanding of, and adherence to GDPR regulations

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

This appointment is subject to satisfactory Garda Vetting and provision of an up-to-date Statutory Declaration. The successful applicant will be required to undertake Tusla Child Protection Training and Covid-19 related online training prior to commencing employment. The appointment is subject to a 8 week probationary period.

Applications to include letter of application, three copies of CV, references and names and contact details of 3 referees.

Panel of Applicants

An internal panel of suitable applicants may be set up to fill vacancies which may occur within 12 months from the date on which the Board approves the successful applicant.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	19422H
Apply To:	The Chairperson, Cloughjordan No.1 N.S., Templemore Road, Cloughjordan, Co. Tipperary E53 YY82
County:	Tipperary
Enquiries To:	principal.cloughjordan.no1.ns@gmail.com 0505 42318
Website:	https://www.cloughjordanno1ns.com

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