

ADVERT ID 147062

## Secretary

### Scoil na Naomh Uilig

Scoil na Naomh Uilig Rickardstown Newbridge W12 FK10  
<https://www.scoilnanaomhuilig.ie/>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Mar 3 2021 18:19:13  
**Application Closing Date:** Fri Mar 19 2021  
**Commencement Date:** Mon Apr 26 2021  
**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:** Catholic  
**Total No. of Teaching Staff:** 43  
**Current Enrolment:** 596  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Scoil na Naomh Uilig is a fully inclusive Catholic co educational primary school catering for children of all abilities in the parish of Newbridge. We are a diverse and vibrant school community with a pupil population of 621 with 5 Special Classes, 42 teaching positions, 23 SNA positions, 2 Admin Staff, 1 Caretaker and 1 Nurse.

The part-time secretary position will be for approx. 20 hours per week, Monday to Friday and the hours will vary daily between 8:30am - 3:30pm.

The successful candidate will have:

1. Excellent interpersonal skills
2. Strong IT skills to include proficiency in Office Applications (Microsoft Office and GSuite)
3. Excellent organisational, oral and written communication skills
4. Ability to be flexible and to plan and work on own initiative along with the ability to work in a team environment with the principal and other school staff
5. Familiarity with GDPR & Child Safeguarding
6. Be required to comply with national vetting requirements
7. Maintain confidentiality in relation to all aspects of the role

Responsibilities include:

- ? Reception and telephone/ email duties
- ? Organising, maintaining and updating school databases and physical files including the operation of systems such as Aladdin, POD, Esinet and payroll.
- ? Financial/ accounting and organising bank lodgements experience is desirable
- ? Managing attendance records, admissions and transfers in line with the Central Applications Committee of Newbridge Parish
- ? Managing the full range of school IT/ administration & office management ensuring compliance with GDPR

- ? Designated school representative to oversee the hire to external groups of school hall and the astro play area
- ? Administrative support to the Board of Management
- ? Preparation of weekly newsletters
- ? Assisting with pupil welfare
- ? Assisting the principal in the administration of meeting requests, diary management and scheduling of events

Applications requirements:

Candidates are asked to submit the following:

- Letter of Application
- Referees - 2 minimum
- CV (Unbound/ Slide Binder)

Applications may be submitted by post to:

Chairperson Board of Management,  
Scoil na Naomh Uilig,  
Rickardstown,  
Newbridge,  
Co. Kildare  
W12 FK10

Please note that canvassing will disqualify.

#### 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:** 20271T  
**Apply To:** Chairperson Board of Management  
Scoil na Naomh Uilig  
Rickardstown  
Newbridge  
W12 FK10  
**County:** Kildare  
**Enquiries To:** [office@snu.ie](mailto:office@snu.ie)  
045 434853  
**Website:** <https://www.scoilnanaomhuilig.ie/>

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