

ADVERT ID 148967

## Secretary

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### Kells Parochial NS

Navan Rd Kells A82RK49

<https://www.kellsparochialns.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Apr 23 2021 14:24:16  
**Application Closing Date:** Fri May 7 2021  
**Commencement Date:** Mon May 31 2021  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Church of Ireland  
**Total No. of Teaching Staff:** 3  
**Current Enrolment:** 64  
**Droichead school:** No

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#### POST DETAILS

**Additional Information:**

This is a permanent part time post.

Responsibilities include:

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.

Maintaining records of all leave taken by school staff.

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.

Skills/Knowledge Required:

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 a 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.

Assisting with school finances.

Experience of operating database platforms such as or similar to the Online Claim System (OLSC) and Pupil Online Database (POD) (desirable).

Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements (desirable).

Willingness to assist with basic first aid.(Desirable)

Additional Information:

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

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 05062A  
**Apply To:** [kpnsapplications@gmail.com](mailto:kpnsapplications@gmail.com)  
**County:** Meath  
**Enquiries To:** [kpnsapplications@gmail.com](mailto:kpnsapplications@gmail.com)  
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