

ADVERT ID 152238

Secretary

Scoil Cholmcille

Mount Hanover Duleek A92 TC99
<http://www.mounthanoverns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jun 3 2021
Application Closing Date: Tue Jun 15 2021
Commencement Date: Tue Aug 31 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 7
Current Enrolment: 109
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:

This is a part-time post for 4 hours per week over 2 days.

The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

- Organising, maintaining and updating school databases and filing systems.
- Preparing school finances, payroll etc.
- Managing school correspondence in conjunction with the Principal.
- Maintenance of school office supplies.
- Maintenance and filing of all documentation.
- Maintaining records of all leave taken by school staff.
- Liaising 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 and I.T. skills.
- A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, Powerpoint), with ability to learn new applications.
- Ability to plan and work efficiently and on own initiative, working to a deadline, and showing flexibility consistent with the nature of the job.
- Experience of operating database platforms such as Online Claim Systems (OLCS), Pupil Online Database (POD), and Aladdin - desirable.
- Experience of basic financial systems in line with FSSU (Financial Support Services Unit) - desirable.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and Covid-19 related online training.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18500T
Apply To: principal@mounthanoverns.ie
County: Meath
Enquiries To: principal@mounthanoverns.ie
041 9839405
Website: <http://www.mounthanoverns.ie>
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