

ADVERT ID 160533

## Secretary

### Bushypark NS

Circular Road Bushypark Galway City H91 AF57  
<https://bushyparkns.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 20 2021 16:13:45  
**Application Closing Date:** Wed Oct 6 2021  
**Commencement Date:** Wed Nov 3 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:** 22  
**Current Enrolment:** 385  
**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:** The Board of Management of Bushypark N.S. wish to appoint a suitable candidate to the position of school secretary (part-time). The working hours will be four hours a day from Monday to Friday.

The key responsibilities of this role are as follows:

Organisation: Act as the first point of contact for all visitors to the school and respond to their enquiries.

Managing school communications: phone, email, Aladdin, newsletters, school website, PA, e-payments, postage etc.

Updating, file management and organisation of school records in compliance with GDPR, Aladdin, POD (Pupil Online Database) OLCS payment system and filing and payroll system.

Ongoing management of school financial records: daily accounts, invoices, incoming payments and processing outgoing payments. General school administration and office management.

Procurement of resources for identified areas of the school.

Assisting the principal and BOM with the preparation and presentation of school documents and reports.

Assisting with the organising of school events and activities such as Junior Infant Open Morning

Cake Sales

Sacraments

Other Special Occasions etc.

Collection and counting of monies for various events & activities.

Assisting with the collation of invoices, statements, delivery notes in preparation for payment.

Searching relevant department websites (DES, INTO, IPPN) for recent publications, documents, application forms etc.

Facilitating the organisation of the school policies and procedures.

Supporting and helping with the organisation of volunteers in the school.

Assisting in the practicalities of the school enrolment process and transfer to other schools.

Key skills and competencies

Excellent command of spoken and written English.

Excellent technology and organisational skills.

A minimum leaving cert standard of education or equivalent.

A minimum of 3 years experience in office / secretarial work or related environment.

Proven ability to initiate, plan and work on own initiative.

Proven ability to work in a team environment with staff.

Proficiency in Word Processing, Excel and IT Skills.

Strong interpersonal and communication skills.

Discretion and the ability to maintain strict confidentiality.

Experience working in a demanding, busy work environment.

The position is subject to current Garda Vetting requirements and a probationary period.

#### 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:** 13856K  
**Apply To:** By email: [schoolad2021@gmail.com](mailto:schoolad2021@gmail.com)  
Apply To:  
The Chairperson of Bushypark N.S.  
Circular rd,  
Bushypark,  
Galway.  
**County:** Galway  
**Enquiries To:** [schoolad2021@gmail.com](mailto:schoolad2021@gmail.com)  
091 524625  
**Website:** <https://bushyparkns.ie>

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