

ADVERT ID 163478

## Secretary

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### St John's N.S.

Ballinalee Road Edgeworthstown Longford N39F211  
<https://stjohnsstedgeworthstown.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Nov 22 2021 21:57:27  
**Application Closing Date:** Thu Dec 2 2021  
**Commencement Date:** Tue Jan 11 2022  
**Status of Post:** Part-Time  
**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:** 2  
**Current Enrolment:** 25  
**Droichead school:** No

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#### POST DETAILS

**Additional Information:** St.John's N.S., Edgeworthstown is seeking a part-time school secretary to work 1 day per week during school term.

Duties include but are not limited to:

General school administration and office management to include organisation of school records in compliance with GDPR  
Updating and maintaining records on Aladdin, POD (Pupil Online Database) OLCS (Online Claims System)  
Maintenance of financial accounts in line with FSSU (Financial Support Services Unit) requirements - online banking, payroll etc.

Key skills and competencies:

Secretarial or office administration skills preferably with experience in an educational setting  
Excellent communication skills both written and verbal  
Accuracy and attention to detail  
A high level of proficiency in IT  
Ability to maintain strict confidentiality both within the school and in the community  
Teamwork and flexibility  
Ability to work on own initiative

CV and two references required. The position is subject to a probationary period. The secretary will not normally be required to work during school holidays, however some additional days may

be required in July/August. The successful candidate will be required to undergo Garda Vetting.

#### 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:** 13313S  
**Apply To:** [recruitment@stjohnsnsedgeworthstown.ie](mailto:recruitment@stjohnsnsedgeworthstown.ie)  
**County:** Longford  
**Enquiries To:** [info@stjohnsnsedgeworthstown.ie](mailto:info@stjohnsnsedgeworthstown.ie)  
043 6671620  
**Website:** <https://stjohnsnsedgeworthstown.ie>

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