

ADVERT ID 176232

## Secretary

### Ballygarvan NS

Ballygarvan Ballygarvan T12RY1T  
<https://www.ballygarvanns.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Sat Jul 23 2022  
**Application Closing Date:** Wed Aug 10 2022  
**Commencement Date:** Mon Aug 29 2022  
**Status of Post:** Fixed-term  
**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:** 25  
**Current Enrolment:** 375  
**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 fixed-term position for the 22/23 school year. It is a part-time/job-share post for 17.5 hours per week. The successful applicant will work 2 days in week 1, and 3 days in week 2 etc.

Responsibilities include but are not limited to:

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 school office supplies
- \* Maintenance and filing of all documentation
- \* Maintaining records of staff leave
- \* Liaison with representatives of service providers, suppliers, school users and visitors
- \* Working in close co-operation with the principal and staff
- \* Carrying out other duties assigned by the principal and related to the post of school secretary
- \* Co-ordination of internal communications (post, telephone messages, email etc)

##### Skills/ Knowledge Required:

- \* Excellent interpersonal and organisational skills
- \* Excellent communication skills (both verbal and written)
- \* Excellent attention to detail
- \* The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations

- \* Ability to plan and work efficiently and on their 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 an ability and willingness to master new applications
- \* Maintaining records of school finances
- \* Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD), Aladdin (desirable).
- \* Experience of basic financial systems
- \* Experience of using communication systems eg school app and Aladdin (desirable).

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

Please note applications ONLY accepted by email to [ballygarvaninterviews@gmail.com](mailto:ballygarvaninterviews@gmail.com)

Closing Date for Applications is 10th of August @ 5pm.

Interviews are likely to take place on the 19th of August.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16746S  
**Apply To:** Chairperson BOM  
 Ballygarvan NS  
[ballygarvaninterviews@gmail.com](mailto:ballygarvaninterviews@gmail.com)  
**County:** Cork  
**Enquiries To:** [ballygarvaninterviews@gmail.com](mailto:ballygarvaninterviews@gmail.com)  
 021 4888390  
**Website:** <https://www.ballygarvanns.com>

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