

ADVERT ID 180169

## Secretary

### Presentation Primary

Sexton Street N/A V94PO28  
<https://www.preslimerick.ie>

#### MAIN DETAILS

|                           |                 |
|---------------------------|-----------------|
| Status:                   | Deactivated     |
| Level:                    | Primary         |
| Date Posted:              | Mon Sep 5 2022  |
| Application Closing Date: | Fri Sep 16 2022 |
| Commencement Date:        | Mon Oct 3 2022  |
| Status of Post:           | Permanent       |
| Number of Vacancies:      | 1               |

#### SCHOOL DETAILS

|                              |                        |
|------------------------------|------------------------|
| School Type:                 | Mainstream             |
| School Structure:            | Vertical               |
| Gender:                      | Girls with Infant Boys |
| School Patronage:            | Catholic               |
| Classification:              | DEIS 1                 |
| Total No. of Teaching Staff: | 30                     |
| Current Enrolment:           | 272                    |
| 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 permanent full-time job of 37 hrs per week over 5 days. The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.

The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional manner.

They will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.

Responsibilities include but are not limited to:

- Act as the first point of contact for all visitors to the school and respond to their enquiries
- Managing school communications: phone, email, Aladdin Connect (school database platform), Department of Education database system Online Claims System (OLCS) and Primary Online Database (POD), postage, etc.
- Updating, file management, and organisation of school records in compliance with GDPR, (Aladdin, POD, and the OLCS payment system)
- Procurement of resources for identified areas of the school
- Assisting the principal with the maintenance of the school building and grounds
- Assisting with the organisation of school events and activities
- Assisting with the maintenance of school finance records

- Managing the payroll system and revenue online
- General school administration and office management

Skills /knowledge/competencies required:

- Excellent interpersonal and organisational skills
- Excellent communication skills (both verbal and written)
- Excellent command of written and spoken English
- Good attention to detail and strong organisational skills
- Excellent interpersonal skills and ability to build rapport with students, parents, staff and all members of the school community
- Ability to work on own initiative and also as part of a team and showing flexibility consistent with the nature of the job
- Reliable, trustworthy and aware of the need to maintain confidentiality in all aspects of work and flexibility to be able to adapt easily to the needs of the school
- Open to learning new skills and taking on new challenges
- Discretion and the ability to maintain strict confidentiality
- Experience working in a demanding, busy work environment
- Good proficiency in IT and use of Microsoft Office including Word, Excel, Publisher, PowerPoint or equivalent Google Workspace apps
- Experience of basic financial systems to enable maintenance of school finance records
- Experience of operating database platforms such as or like online claims system (OLCS), pupil online database POD, Aladdin
- Experience using payroll systems
- Experience using the ROS system

You will need to be highly confidential in all areas of your work and adhere to GDPR regulations. The appointment is subject to Garda vetting and the successful candidate will be required to undertake TUSLA child protection training. The position is subject to a probationary period of 6 months.

Additional Information:

Applications by email only. Please put "Secretary" in the subject title of your application and email [preslimerickjobs@preslimerick.ie](mailto:preslimerickjobs@preslimerick.ie)

The working week will consist of 37 hours scheduled over 5 working days. The final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the School Principal.

Flexibility may be required at other times to support school events/activities.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

## APPLY TO THIS JOB VACANCY

**Roll Number:** 20018H  
**Apply To:** [preslimerickjobs@preslimerick.ie](mailto:preslimerickjobs@preslimerick.ie)  
**County:** Limerick  
**Enquiries To:** [preslimerickjobs@preslimerick.ie](mailto:preslimerickjobs@preslimerick.ie)  
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