

ADVERT ID 180824

## Secretary

### Doire Na Ceise SN

Maide Ban Muinchille Cootehill H16KP86  
<https://www.dernakeshns.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 19 2022  
**Application Closing Date:** Mon Oct 3 2022  
**Commencement Date:** Mon Nov 14 2022  
**Status of Post:** Part-Time  
**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:** 7  
**Current Enrolment:** 151  
**Droichead school:** No

#### 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 Dernakesh National School is seeking a part-time secretary to work in a vibrant and busy school office.

The position is for 20 hours per week during school term and will be subject to a 3 month probationary period.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries: <https://www.gov.ie/en/circular/ea4c0-revision-of-salaries-and-annual-leave-arrangements-for-school-secretaries-employed-in-recognised-primary-and-post-primary-schools/>

The position will commence on November 14, 2022.

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 will 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:

- Act as the first point of contact for all visitors to the school and respond to their enquiries.
- Liaise with representatives of service providers, suppliers, school users and visitors
- Work in close co-operation with the school principal
- Manage school communications: by letter, phone, text and email.
- Manage the Department of Education database system Online Claims System (OLCS) and Primary Online Database (POD).
- Updating, file management, and organisation of school records in compliance with GDPR, Aladdin, POD, OLCS and Easy Payment Plus system.
- General school administration and office management.
- Procurement of office resources and those for other 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.

The successful candidate will be committed and will demonstrate the following skills and personal qualities:

- Strong interpersonal and communication skills (both written and oral)
- Excellent command of written and spoken English.
- Strong organisational skills
- Proven ability to initiate, plan and work on own initiative and show flexibility consistent with the nature of the job
- Proven ability to work in a team environment with staff
- Excellent interpersonal skills
- Proficiency in Microsoft Office (Word, Excel) and other IT Skills
- Experience of basic financial systems to enable maintenance of school finance records
- Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR regulations.
- Experience working in a demanding, busy work environment.
- Open to learning new skills and taking on new challenges

The position is subject to current Garda Vetting requirements and a probationary period. The successful candidate will be required to undertake TUSLA child protection training.

If you would like further information on the position please email: [applications@derakeshns.ie](mailto:applications@derakeshns.ie)  
Please put "Secretary" in the subject title of your application. All applications must go to [applications@derakeshns.ie](mailto:applications@derakeshns.ie) Postal applications or otherwise will be deemed invalid and not accepted.

#### 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:** 17601U  
**Apply To:** Maide Ban  
 Muinchille  
 Cootehill  
 H16KP86  
**County:** Cavan  
**Enquiries To:** [applications@derakeshns.ie](mailto:applications@derakeshns.ie)  
 049 5552220  
**Website:** <https://www.dernakeshns.ie>