

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 16:15:07
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: 156
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 Please put "Secretary" in the subject title of your application. All applications must go to 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
 049 5552220
Website: <https://www.dernakeshns.ie>