

ADVERT ID 181355

## Secretary

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### Granlahan NS

Granlahan Ballinlough Castlereagh F45FN12

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 26 2022 16:07:59  
**Application Closing Date:** Wed Oct 5 2022  
**Commencement Date:** Mon Oct 17 2022  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS Rural  
**Total No. of Teaching Staff:** 3  
**Current Enrolment:** 38  
**Droichead school:** No

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#### POST DETAILS

**Additional Information:**

Additional Information:  
 This is a part time position: 10 hours per week.  
 This position will come under the terms of circular 0036/2022

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 data bases and filing systems
- Managing school correspondence
- Maintenance of school office supplies
- Maintenance and filing all documents
- Maintaining records of staff leave
- Liaison with representatives of service providers, suppliers, school users and visitors
- Working in close cooperation with the principal
- Coordination of internal communications (post, telephone messages, email etc.)

Skills /knowledge required:

- Excellent interpersonal and organisational skills
- Excellent communication skills (both verbal and written)
- Good attention to detail
- Ability to relate well to children and adults
- Ability to plan and work efficiently on your own initiative, and showing flexibility consistent with the nature of the job
- 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, and Aladdin

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.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 15664L  
**Apply To:** The Chairperson  
Granlahan  
Ballinlough  
Castlerea  
F45FN12  
**County:** Roscommon  
**Enquiries To:** [granlahan\\_ns@yahoo.ie](mailto:granlahan_ns@yahoo.ie)  
094 9640366

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