

ADVERT ID 181373

## Secretary

### Ardrahan NS

Labane Ardrahan H91CY67

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Tue Sep 27 2022 16:06:03
<b>Application Closing Date:</b>	Wed Oct 5 2022
<b>Commencement Date:</b>	Mon Oct 17 2022
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	8
<b>Current Enrolment:</b>	147

#### POST DETAILS

**Additional Information:**

Additional Information:

The Board of Management of Ardrahan National School is seeking a part-time secretary to work in a vibrant and busy school office.

The position is for 24 hours per week during school term and will be subject to a 6 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

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).
- General school administration and office management.
- Procurement of office resources and those for other identified areas of the school.
- 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
- Administrative skills to support the management of school finances (experience of accounting packages desirable)
- Proficiency in Microsoft Office and Google Drive
- 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

Previous School Secretary experience is desirable but not essential as training will be provided

A Panel of suitable applicants may be set up to fill vacancies that arise within this school year.

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: [secretary@ardrahanns.ie](mailto:secretary@ardrahanns.ie)

#### 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:** 170071  
**Apply To:** [ardrahannsapplications@gmail.com](mailto:ardrahannsapplications@gmail.com)  
**County:** Galway  
**Enquiries To:** [secretary@ardrahanns.ie](mailto:secretary@ardrahanns.ie)  
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