

ADVERT ID 182270

Secretary

Rathcoffey NS

Rathcoffey Donadea Naas W91W012

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Oct 13 2022 14:04:52
Application Closing Date:	Wed Oct 26 2022
Commencement Date:	Mon Nov 14 2022
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	12
Current Enrolment:	225
Droichead school:	Yes

POST DETAILS

Additional Information:

Seeking an enthusiastic, hard-working Primary School Secretary who is competent and experienced in Office Administration.

18 hours a week.

The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual leave arrangements for School Secretaries.

Position is subject to 6 months probationary period and satisfactory Garda Vetting.

The successful candidate will have:

Excellent organisational, interpersonal, oral and written communications skills.

Administrative skills to support the management of school finances, FSSU accounts and Payroll.

Proficiency in Microsoft Office and Google Drive.

Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff.

A high level of Confidentiality and Discretion is expected.

Key Duties and Responsibilities include but not limited to the following:

Act as the first point of contact for visitors to the school.

Managing school communications: phone, email, Aladdin (School Database Platform), Department of Education Database, The Online Claims System (OLCS) and Primary Online Database (POD). postage etc..

Updating, managing and storing school records in compliance with GDPR.

General school administration and office management.

Procurement of resources for identified area of the school.

Assisting with the organisation of school events and activities.

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

Canvassing will disqualify.

Application by email only

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: 16845U
Apply To: Rathcoffey
Donadea
Naas
W91W012
County: Kildare
Enquiries To: principal@rathcoffeyns.ie
045 868721

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