

ADVERT ID 183676

## Secretary

### Crumlin NS

Crumlin Ballyglunin Tuam H54 VY03  
<https://www.crumlinnationalschool.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Nov 14 2022 08:14:24  
**Application Closing Date:** Mon Nov 28 2022  
**Commencement Date:** Mon Dec 12 2022  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
 This is a readvertisement

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 7  
**Current Enrolment:** 107  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Seeking an enthusiastic, hard-working Primary School Secretary who is competent and highly experienced in Office Administration.  
 12 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, Payroll and OLCS  
 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, Databiz (School Database Platform), Department of Education Database, preparation of school accounts/payroll & TAX returns.  
 Management of petty cash. 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.  
 The appointment is subject to Garda vetting and the successful candidate will be required to

undertake TUSLA child protection training.  
Canvassing will disqualify.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 12606F  
**Apply To:** chairmanocrumlinns@gmail.com  
**County:** Galway  
**Enquiries To:** [crumlinns@gmail.com](mailto:crumlinns@gmail.com)  
091 797128  
**Website:** <https://www.crumlinnationalschool.ie>

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