

ADVERT ID 184021

## Secretary

### Scoil Ide Naofa

Kilmead Athy R14EV65  
<https://www.kilmeadns.ie>

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Tue Nov 22 2022
<b>Application Closing Date:</b>	Wed Dec 7 2022
<b>Commencement Date:</b>	Thu Jan 5 2023
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Classification:</b>	DEIS Rural
<b>Total No. of Teaching Staff:</b>	12
<b>Current Enrolment:</b>	162
<b>Droichead school:</b>	Yes

#### POST DETAILS

##### Additional Information:

This important role is being offered as a full time, permanent contract. Hours of work are 25.0 hours per week. The successful candidate will have excellent interpersonal skills and the ability to work as part of a busy school team.

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.

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which 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.)

The successful candidate will be committed and will demonstrate the following personal qualities:

Skills & Experience:

Essential skills:

- Administrative skills & general office experience
- Good typing skills and proficiency in Microsoft applications (Word, Excel)
- Excellent interpersonal skills, including oral and written communication skills
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures and policies.

Desirable:

- Knowledge of GDPR & Data Protection requirements
- Familiarity with school systems (e.g Aladdin, POD, OLCS systems) and with the management of school finances and on-line payment systems.

This appointment is subject to the following: Garda vetting, provision of referee contact details and the successful candidate will be required to undertake TUSLA child protection training.

Please consult the circular below for rates of pay for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as a school secretary as per terms and conditions of the government circular.

<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/>

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	17650K
<b>Apply To:</b>	The Chairperson Scoil Íde Naofa Kilmead Athy R14EV65
<b>County:</b>	Kildare
<b>Enquiries To:</b>	<a href="mailto:office@kilmeadns.ie">office@kilmeadns.ie</a> 059 8626100
<b>Website:</b>	<a href="https://www.kilmeadns.ie">https://www.kilmeadns.ie</a>
<b>Further Information:</b>	<a href="https://www.kilmeadns.ie">https://www.kilmeadns.ie</a>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.