

ADVERT ID 185463

## Secretary

### Bunscoil Clochar Mhuire

Patrick Street Trim  
<https://www.stmarystrim.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Jan 13 2023  
**Application Closing Date:** Fri Jan 27 2023  
**Commencement Date:** Mon Feb 13 2023  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Girls with Infant Boys  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 35  
**Current Enrolment:** 560  
**Droichead school:** Yes

#### POST DETAILS

##### Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

##### Additional Information:

St Mary's Convent primary School is looking for an enthusiastic, hard-working School Secretary who is competent and experienced in Office Administration.

It is a Part-Time position for 16 hours per week.

The successful candidate will have:

Excellent organisational, interpersonal, oral and written communications skills.

Administrative skills to support the management of school finances,

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 Connect (School Database Platform),

Department of Education Database, The Online Claims System (OLCS) and Primary Online

Database (POD). managing school correspondence etc..

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

General school administration and office management.

Procurement of resources.

Assisting with the organisation of school events and activities.

Processing & Maintaining garda vetting of staff  
Other duties as allocated by the Principal or Deputy Principal.

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

The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual leave arrangements for School Secretaries. Please consult this circular for rates of pay for school secretaries. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a school secretary as per terms and conditions of the government circular.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16646O  
**Apply To:** [secretaryapplications@stmarystrim.ie](mailto:secretaryapplications@stmarystrim.ie)  
**County:** Meath  
**Enquiries To:** [secretaryapplications@stmarystrim.ie](mailto:secretaryapplications@stmarystrim.ie)  
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