ADVERT ID 186490

Secretary

Balla NS

Station Road, Balla Castlebar F23W272
https://www.ballans.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Mar 1 2023 14:01:34
Application Closing Date:	Fri Mar 24 2023
Commencement Date:	Mon Apr 17 2023
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:	196
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: Balla National 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 20 hours per week – Monday – Friday.
The successful candidate will have:
Essential Criteria:
• Administrative skills and general office experience.
• Excellent typing skills and proficiency in Microsoft applications (Word, Excel & Outlook) and Google Drive.
• Excellent interpersonal skills, including oral and written communication skills.
• Excellent organisational skills, ensuring good record keeping and adherence to procedures and policies.
• Administrative skills to support the management of school finances.
• Ability to plan and work on one's own initiative with the ability to work in a team environment with the Principal and other school staff.
• Flexible attitude and approach to work.
• A high level of Confidentiality and Discretion is expected.
• Knowledge of GDPR and Data Protection requirements.
Desirable:
• Familiarity with school systems (e.g. POD, OLCS & Aladdin) and with the management of school finances and on-line payment systems.

The Role of the school secretary is to contribute to the smooth running of the school through the provision of high quality administration and professional office service.

Key Duties and Responsibilities include but not limited to the following:
• Act as 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, postage etc.
• Updating, managing and storing school records in compliance with GDPR.
• General school administration and office management.
• Assisting with the organisation of school events and activities.
• Processing and Maintaining garda vetting of staff.
• Procurement of resources for identified area of the school.
• Other duties as allocated by the Principal or Deputy Principal.

The 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.

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 school secretary as per terms and conditions of the government circular 0036/2022.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	17119T
Apply To:	by email to office@ballans.ie
County:	Mayo
Enquiries To:	office@ballans.ie
Website:	https://www.ballans.ie

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