

ADVERT ID 186507

## Secretary

### St Tiarnach's Primary School

St. Tiarnach's Primary School Roslea Road Clones Clones H23 KC59  
<https://www.sttiarnachs.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Mar 2 2023 11:50:59  
**Application Closing Date:** Wed Mar 22 2023  
**Commencement Date:** Tue May 2 2023  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 2  
**Total No. of Teaching Staff:** 24  
**Current Enrolment:** 255  
**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. St. Tiarnach's Primary School is looking for an enthusiastic, hard-working School Secretary who is competent and experienced in Office Administration.

It is a full time position for 30 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.

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/227054/9d2f60db-aa3e-4ab5-b170-c48392a6e04f.pdf#page=null>

#### APPLICATION REQUIREMENTS

- Letter of Application
  
- Referees (name, role, contact no.)
  
- CV (Digital)

Applications may be submitted by  
• Email: [sttiarnachprimaryschool@gmail.com](mailto:sttiarnachprimaryschool@gmail.com)

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#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20120V  
**Apply To:** St. Tiarnach's Primary School  
Roslea Road  
Clones  
Clones  
H23 KC59  
**County:** Monaghan  
**Enquiries To:** [sttiarnachprimaryschool@gmail.com](mailto:sttiarnachprimaryschool@gmail.com)  
**Website:** <https://www.sttiarnachs.ie>  
**Further Information:** <https://www.gov.ie/pdf/?file=https://assets.gov.ie/227054/9d2f60db-aa3e-4ab5-b170-c48392a6e04f.pdf%23page=null>

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