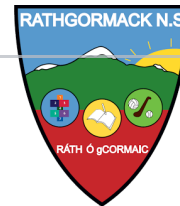


ADVERT ID 186595

Secretary

Rathgormack NS

Rathgormack NS Carrick-on-Suir E32PC85
<https://rathgormackns.com/>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Mar 7 2023 08:48:39
Application Closing Date: Tue Mar 21 2023
Commencement Date: Mon Apr 17 2023
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 9
Current Enrolment: 142
Droichead school: Yes

POST DETAILS

Additional Information: Rathgormack NS is seeking an enthusiastic, hardworking permanent full-time school secretary. Hours of work are 30 hours per week, from 8:30am - 3:00pm Monday to Friday.

Key duties and responsibilities include but are not limited to:

- Act as a first point of contact for visitors to the school,
- Organising, maintaining, and updating school databases: Aladdin Connect, Esinet, OLCS, POD,
- Maintaining school accounts in conjunction with the Principal and Treasurer,
- Managing Payroll and RCT,
- Managing school correspondence and answering the phone and emails,
- General school administration and office management,
- Other duties assigned by the Principal.

Skills required:

- Interpersonal and organisational skills,
- Confidentiality and professionalism,
- High level of proficiency with typing, ICT and a commitment to upskilling in emerging technologies and platforms,
- Ability to work in a team environment and work in close co-operation with the Principal,
- Administrative and communication skills,
- Familiarity with school systems (e.g. Aladdin, OLCS & POD) and with the management of school finances is desirable.

The appointment is subject to a 6 month probationary period and satisfactory Garda vetting. The successful candidate will be required to undertake TUSLA Child Protection Training.

Please consult Department of Education circular 0036/2022 for rates of pay and annual leave for school secretaries. The entry level for this role is on 1st point of scale unless the candidate has

previous work experience as school secretary as per the terms and conditions of the 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

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Apply To: applicationsrathgormackns@gmail.com
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