

ADVERT ID 186784

Secretary

Castlecomer BNS

Castlecomer Castlecomer R95 PHH4
<https://castlcomerboysns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Mar 10 2023 12:00:32
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: Senior School
Gender: Boys
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 3
Current Enrolment: 42
Droichead school: No

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: It is a part-time position for one day a week (preferably two half days).. Castlecomer BNS are looking for an enthusiastic, hard-working School Secretary who is competent and experienced in office administration

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.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17253A
Apply To: comerboysns@gmail.com
County: Kilkenny
Enquiries To: comerboysns@gail.com
Website: <https://castlcomerboysns.ie>

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