

ADVERT ID 193329

Secretary

An Phairc NS

Park Youghal P36 CK76
<https://www.parkns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue May 23 2023
Application Closing Date: Wed Jun 7 2023
Commencement Date: Mon Aug 28 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: 3
Current Enrolment: 26
Droichead school: Yes

POST DETAILS

Additional Information:

This position is permanent and will be 9 hours a week. It is envisaged that the successful candidate will work from 8.50am until 11.50am on Mondays, Thursdays and Fridays. Our current school secretary will continue working with us on Wednesdays. Additional hours during holiday periods may be needed which will be agreed with the successful candidate.

Secretaries recruited from the 1st of September 2022, must be employed under the new terms and conditions as set out in the following circular 0036/2022

New secretaries will be placed on Point 1 of the scale set out in Appendix 1 of the circular, unless they have prior experience as a school secretary.

The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the School Principal in managing the wide variety of administrative tasks associated with running a vibrant school. Duties of the post are wide and varied but it is envisaged that a range of specific duties will be assigned to the successful applicant.

It is important that applicants are familiar with the Catholic ethos, and the opportunities this presents in this role. This position is subject to a six month probationary period.

Personal Qualities:

The successful candidate will be committed and will demonstrate the following personal qualities:

- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative but also to work as part of team.
- Ability to manage multiple tasks and competing priorities, to work under pressure and achieve deadlines

- Reliable & trustworthy and aware of the need to maintain confidentiality in all aspects of the work
- Flexible and able to adapt easily to the needs of the school
- Open to learning new skills and taking on new challenges
- Proactive in identifying opportunities to improve systems and procedures to ensure the smooth running of the school office
- Positive outlook and willing to contribute to the overall development of the school environment

Skills & Experience:

- **Essential Skills:** Administrative skills & general office experience; proficiency in Microsoft applications, to include Word, Excel and Publisher & excellent typing skills; experience operating in a busy reception/front office environment; experience managing a website and social media platforms; excellent interpersonal skills, including oral and written communication skills; excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies
- **Desirable:** Knowledge of GDPR & Data Protection requirements; Familiarity with school systems i.e. Aladdin, POD ,OLCS, and Google Suite systems and with the management of school finances and on-line payment systems; accounting and book keeping experience.

Appointment will be subject to compulsory Garda Vetting, Medmark clearance and online Tusla training.

Please include 'Secretary Application' in the subject line of email applications.

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: 17794L

Apply To: Chairperson of the BOM,
Park NS,
Park,
Youghal,
Co. Cork.
P36 CK76

County: Cork

Enquiries To: recruitmentparkns@gmail.com

Website: <https://www.parkns.ie>

Further Information: <https://gmail.com>

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