

ADVERT ID 193654

## Secretary

### Scoil Mhuire

Carlanstown Kells A82 AH22  
<https://www.carlanstownns.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu May 25 2023 22:15:20
Application Closing Date:	Thu Jun 8 2023
Commencement Date:	Mon Aug 28 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
Total No. of Teaching Staff:	10
Current Enrolment:	162
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

##### Essential Criteria:

- Administrative skills and general office experience.
- Excellent typing skills and proficiency in Microsoft applications (Word, Excel) and Google Drive.
- 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.

##### Desirable Criteria:

- Knowledge of school software systems including Aladdin, Esinet, OLCS and POD are desirable but not essential as training will be provided.
- Experience of basic financial systems to enable maintenance of school finance records, online payment systems, payroll, revenue returns and procurement.

##### Responsibilities include but are not limited to

- General school administration and office management
- Managing school correspondence and communication.
- Maintaining all financial records
- Updating, managing and storing school records.
- Assisting the Principal and staff with the administration of meeting requests and scheduling events.
- Liaison with service providers and suppliers, school users and visitors
- Assisting with the organisation of school events and activities.
- Maintaining records of staff leave.

- Procurement of resources.
- Other duties as allocated by the Principal or Deputy Principal.

#### Working Hours and Salary:

The post is for 20 hours per week during term time and additional hours during holiday periods as required by the school principal /Board of Management.

Secretaries are recruited in line with the terms and conditions set out in Department of Education Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary.

The appointment is subject to the following: Garda Vetting, completion of Medmark medical clearance, provision of referee contact details. The successful candidate will also be required to undertake TUSLA child protection training. The position is subject to a six month probationary period.

Final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the Principal.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 18132Q

**Apply To:** Carlanstown NS  
Kells  
A82 AH22

Please write 'Secretary Application' on the outside of the envelope.  
Note: Only candidates shortlisted for interview will be contacted.

**County:** Meath

**Enquiries To:** [office@carlanstownns.ie](mailto:office@carlanstownns.ie)

**Website:** <https://www.carlanstownns.ie>

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