

ADVERT ID 193873

Secretary

Clashmore NS

Clashmore Via Youghal P36 ET78
<https://www.clashmorens.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon May 29 2023
Application Closing Date: Thu Jun 8 2023
Commencement Date: Fri Sep 1 2023
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 6
Current Enrolment: 79
Droichead school: Yes

POST DETAILS

Additional Information:

The position advertised is for a Permanent Part-Time Secretary in Clashmore NS. The current requirement is for 12 hours per week. This may increase pending approval by the Department of Education.

Clashmore NS is a mainstream co-educational Catholic school under the patronage of the Bishop of Waterford and Lismore. It is important that applicants are familiar with the Catholic ethos.

The Board of Management seeks to appoint a candidate who will 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.

This appointment will be made in compliance with the Pay Scales, Terms and Conditions set out in Department of Education Circular 0036/2022 and is subject to a six-month probationary period.

The successful candidate must demonstrate the following personal qualities:

- Excellent interpersonal and communication 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
- Reliability, trustworthiness, and awareness of the need to maintain confidentiality in all aspects of the work
- Enthusiasm, flexibility, and ability to adapt easily to the needs of the school

- Openness to learning new skills and taking on new challenges
- Be proactive in identifying opportunities to improve systems and procedures to ensure the smooth running of the school office
- Have a positive outlook and willing to contribute to the overall development of the school environment

The following skills, knowledge and experience are:

Essential:

- Administrative skills & general office experience
- Proficiency in Microsoft applications, to include Word, Excel and Publisher & excellent typing skills
- Excellent interpersonal skills, including oral and written communication skills
- Excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies

Desirable:

- Experience operating in a busy reception/front office environment
- Knowledge of GDPR & Data Protection requirements
- Familiarity with school systems i.e., Aladdin, POD and OLCS systems and the management of school finances and on-line payment systems
- Accounting and book keeping experience
- Experience managing a website and social media platforms
- First Aid

In order to proceed to the Interview stage, the Board of Management requires a minimum of two valid applications to be received. Failure to achieve this minimum will result in the post being re-advertised.

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

Applications must contain:

- 3 copies of a Cover Letter
- 3 copies of the applicant's CV including an email address for correspondence and at least two referees.

Applications must be marked:

"Private & Confidential – SEC2023"

Application Closing Date:

Thursday 8th June 2023 at 3pm

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 028890
Apply To: The Chairperson-BOM,
Clashmore NS,
Clashmore,
Via Youghal,
Co. Waterford.
P36 ET78
County: Waterford
Enquiries To: cnsrecruit1923@gmail.com
Website: <https://www.clashmorens.ie>

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