

ADVERT ID 194617

Secretary

Scoil Muire agus Treasa

Swinford NS Circular Road Swinford Co. Mayo F12 V050
<https://www.swinfordns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jun 1 2023
Application Closing Date: Thu Jun 15 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: 13
Current Enrolment: 200
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:

Essential Criteria:

- Administrative skills and general office experience.
- Excellent typing skills and proficiency in Microsoft applications (Word, Excel) and Google Drive.
- Excellent interpersonal skills, including oral and written communication skills. and the ability to deal with all members of the school community.
- 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 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 and revenue returns, FSSU accounting templates, PRSI, RCT and VAT.

Key Duties & Responsibilities

The school Secretary's responsibilities are wide and varied and demand a high level of flexibility and initiative. Responsibilities shall include:

- Acting as the first point of contact for visitors to the school in a friendly and competent manner
- Managing school correspondence and communication by post, email and telephone.
- Maintaining all financial records and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements
- Administration of the school enrolment process.
- Assisting the Principal and the Board of Management with the drafting and presentation of school Documents
- Liaison with service providers and suppliers.
- General school administration and office management.
- Assisting with the organisation of school events and activities.
- Maintaining records of staff leave.
- Procurement of resources and supplies.
- Arranging buses and transport for school tours
- 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. The successful candidate will also be required to undertake TUSLA child protection training.
Short-listing may apply.

The position is subject to a 6 month probationary period.

Secretaries are recruited in line with the terms set out in Circular 36/2022. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a school secretary.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19951L
Apply To: Secretary Application
Swinford NS
Circular Road
Swinford
Co. Mayo
F12 V050
County: Mayo
Enquiries To: swinfordps@gmail.com
Website: <https://www.swinfordns.com>