

ADVERT ID 197120

Secretary

Magherabeg NS

Magherabeg Manorcunningham Letterkenny F92 PK26
<https://www.spnmagherabeg.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jun 26 2023 11:37:33
Application Closing Date: Mon Jul 10 2023
Commencement Date: Thu Aug 31 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: 7
Current Enrolment: 116
Droichead school: Yes

POST DETAILS

Additional Information:

Scoil Phroinnseas Naofa, Magherabeg, Manorcunningham is seeking to employ an enthusiastic, hard -working, flexible secretary. This is a part-time position up to 19 hours per week subject to sanction by the Department of Education and Skills. The successful candidate will have experience in office management and administration. The suitable candidate will work under the direction of the Principal. The suitable candidate will be an integral part of the school community and will work in the school office in a welcoming, professional, discrete and confidential manner.

Responsibilities include but are not limited to:

- General secretarial and administrative duties consistent with the role of School Secretary.
- Organising, maintaining and updating school databases and filing systems to include Aladdin, Online Claims (OLCS) and Primary Online Database (POD). Experience is desirable, training will be provided.
- Experience and knowledge in the use of Microsoft Word, Excel and Publisher.
- Experience and knowledge in the use of G-Suite and G-Mail.
- Managing School Correspondence.
- Handling sensitive data with confidentiality.
- Knowledge of data protection responsibilities.
- Adhering to school policies and guidelines.
- Maintenance of school and office supplies.
- Liaison with representatives of service providers, school users and visitors.
- Working in close co-operation with Principal, Deputy Principal and staff.
- Carrying out other duties assigned by the principal and related to the post of school secretary.
- Co-ordination of internal communications (post telephone messages, email etc.)
- Experience using communication systems.
- Maintaining records of school finances and knowledge of FSSU Guidelines.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. Terms and conditions are subject to Department of Education Circular Letter 0036/2022 <https://www.gov.ie/en/circular/ea4c0-revision-of-salaries-and-annual-leave-arrangements-for-school-secretaries-employed-in-recognised-primary-and-post-primary-schools/>

This position is subject to a probationary period.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

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|----------------------|---|
| Roll Number: | 17729A |
| Apply To: | 'Secretary vacancy' Scoil Phroinnseas Naofa Magherbeg Manorcunningham Letterkenny |
| County: | Donegal |
| Enquiries To: | magherabegprincipal@gmail.com |
| Website: | https://www.spnmagherabeg.ie |

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