

ADVERT ID 200452

Secretary

St Patrick's National School

Castletara Ballyhaise Cavan Cavan H12 PK74

<http://castletarans.scoilnet.ie/blog/>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Aug 9 2023
Application Closing Date:	Thu Aug 17 2023
Commencement Date:	Wed Aug 30 2023
Status of Post:	Fixed-term
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:	198
Droichead school:	Yes

POST DETAILS

Additional Information:

Seeking an enthusiastic, hard-working Primary School Secretary who is competent and highly experienced in Office Administration.

up to 25 hours a week.

The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual leave arrangements for School Secretaries.

Position is subject to 6 months probationary period and satisfactory Garda Vetting.

The successful candidate will have:

Excellent organisational, interpersonal, oral and written communications skills.

Administrative skills to support the management of school finances, FSSU accounts, Payroll and OLCS

Proficiency in Microsoft Office and Google Drive.

Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff.

A high level of Confidentiality and Discretion is expected.

Key Duties and Responsibilities include but not limited to the following:

Act as the first point of contact for visitors to the school.

Managing school communications: phone, email, Aladdin (School Database Platform),

Department of Education Database, preparation of school accounts/payroll & TAX returns.

Management of The Online Claims System (OLCS) and Primary Online Database (POD).
postage etc..

Updating, managing and storing school records in compliance with GDPR.

General school administration and office management.

Playground and supervision duties when the need arises

Procurement of resources for identified area of the school.

Assisting with the organisation of school events and activities.

Applications
Via Email:
The Chairperson
Peter Donnelly
st.patricksnsvacancies@gmail.com

Closing Date for receipt of applications 17/08/2023

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	14073G
Apply To:	The Chairperson Peter Donnelly st.patricksnsvacancies@gmail.com
County:	Cavan
Enquiries To:	st.patricksnsvacancies@gmail.com
Website:	http://castletarans.scoilnet.ie/blog/

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