

ADVERT ID 203011

Secretary

Abbeycarton NS

Elphin Elphin

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Sep 18 2023
Application Closing Date:	Fri Sep 29 2023
Commencement Date:	Mon Oct 9 2023
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Patronage:	Catholic
Total No. of Teaching Staff:	10

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:

Abbeycarton NS invites applications for the position of School Secretary. This part-time position will be subject to sanction by the Department of Education, with secretaries 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. The position is subject to compulsory Garda Vetting and a 6-month probationary period). Hours subject to review by the Department of Education prior. Holidays as per Circular 36/2022.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Managing school communications: phone, email, databases (e.g. Aladdin, POD, OLCS)
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, and providing clerical and administrative support to the Principal, Deputy Principal and staff as required
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- Excellent book-keeping skills, including proficiency in online payment systems,(ROS,VAT, RCT etc), and willingness to upskill as needed.
- IT skills, including proficiency in Microsoft Office 365, Google Drive and willingness to upskill as needed.
- Knowledge in relation to GDPR and data protection.
- Strong organizational skills and ability in regard to attention to detail.
- Ability to use own initiative, to work independently and as part of a team.

- Planning and organisational skills.
- Ability to work closely with the Principal, Board of Management, Parents Association and staff.
- Flexibility in the varied demands of the job and the ability to show initiative when required.
- Experience working in a busy office environment.
- Relates well to children.
- Positive outlook and willingness to contribute to overall school development.
- Commitment to uphold the ethos of the school.

The above job description is not exhaustive.

Shortlisting of candidates may take place,

Please send a letter of application, Curriculum Vitae (digital), with contact details for referees, by email to recruit.abbeycartrons@gmail.com by 5pm on Monday, 29th September 2023

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19809I

Apply To: The Chairperson,
Abbeycartron N.S.,
Elphin,
Co. Roscommon.
recruit.abbeycartrons@gmail.com

County: Roscommon

Enquiries To: recruit.abbeycartrons@gmail.com

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