

ADVERT ID 203011

## Secretary

### Abbeycartron NS

Elphin Elphin

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Mon Sep 18 2023 12:37:00
<b>Application Closing Date:</b>	Fri Sep 29 2023
<b>Commencement Date:</b>	Mon Oct 9 2023
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	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:** Abbeycartron 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](mailto: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](mailto:recruit.abbeycartrons@gmail.com)  
**County:** Roscommon  
**Enquiries To:** [recruit.abbeycartrons@gmail.com](mailto:recruit.abbeycartrons@gmail.com)

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