

ADVERT ID 205993

Secretary

St Marys NS

Parnell Avenue Enniscorthy Y21FX21
<https://www.stmarysenniscorthy.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Nov 15 2023 14:27:14
Application Closing Date: Mon Dec 4 2023
Commencement Date: Fri Jan 26 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 5
Current Enrolment: 61
Droichead school: Yes

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:

St Mary's N.S. Enniscorthy, invites applications for the position of School Secretary. This is a part-time permanent position and will be subject to sanction from the Department of Education. The successful applicant will be recruited in line with the terms and conditions as set out in Circular 36/2022. New secretaries will be placed on point 1 of the scale set out in Appendix 1 of the circular, unless they have prior experience as a school secretary. The position is subject to compulsory Garda vetting, Med mark clearance, online TUSLA Child Protection Training and a six month probationary period. This on-site role is for 12 hours 45 minutes per week (3 hours 15 minutes 3 days a week; 8.45 a.m.- 1.00 p.m. Monday, Wednesday and Friday. Flexibility may be required at times to support school activities/events.

Key duties of this position will include:

- * point of contact for all visitors and enquiries.
- * managing school communications - phone, email, databases (e.g. Aladdin, POD, OLCS).
- * Management of school financial accounts - payments, payroll, FSSU and corresponding with our school accountant.
- * Office management - maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- * Co-ordinating the school admissions process.
- * Working alongside the school management team.

The ideal candidate will demonstrate the following competencies:

- * Professionalism, discretion and the ability to maintain strict confidentiality.

- * Strong interpersonal and communication skills.
- * Book-keeping skills including knowledge of online banking etc.
- * A willingness to engage in Continuous Professional Development.
- * ICT proficiency and an interest in upskilling.
- * Knowledge in relation to GDPR and data protection and updating, managing and storing school records in accordance with GDPR compliance.
- * Ability to use own initiative, to work independently and as part of a team.
- * A positive outlook and a willingness to contribute to overall school development.
- * Very good planning and organisational skills.

Applications by post or email. For postal applications, please mark ' Secretary position' clearly on the envelope.

Commencement date may be subject to change.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17812K
Apply To: applicationstmarysennis@gmail.com
or
St Mary's N.S.
Parnell Avenue
Enniscorthy
Y21FX21
County: Wexford
Enquiries To: principal@stmarysnsenniscorthy.ie
Website: <https://www.stmarysnsenniscorthy.ie>
Further Information: <http://www.stmarysnsenniscorthy.ie/>

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