

ADVERT ID 206139

## Secretary

### Billis National School

New Inns Ballyjamesduff A82CK31  
<https://billisns.scoilnet.ie>



#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Nov 20 2023 17:27:04
Application Closing Date:	Mon Dec 4 2023
Commencement Date:	Mon Jan 8 2024
Status of Post:	Permanent
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:	6
Current Enrolment:	81
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

Billis N.S. 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 position is to commence on Monday 8th January 2024 with 3 days training prior to this date. 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 22.5 hours per week, to be worked during the school day 9am to 1:30pm Monday to Friday. Flexibility may be required at other times to support school activities/events. An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time i.e. six months from the date on which the Board approves the successful candidate.

Key duties of the 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
- \*Very good planning and organisational skills

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 12099O  
**Apply To:** [billisnsapplications23@gmail.com](mailto:billisnsapplications23@gmail.com)  
Billis N.S.  
New Inns  
Ballyjamesduff  
Co. Cavan  
A82CK31  
**County:** Cavan  
**Enquiries To:** [billisnsapplications23@gmail.com](mailto:billisnsapplications23@gmail.com)  
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