

ADVERT ID 206485

Secretary

Baltydaniel NS

Baltydaniel ns Newtwopothouse Mallow P51nd35
<https://www.baltydanielns.ie>

**Baltydaniel NS**

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Nov 28 2023 14:22:20
Application Closing Date: Tue Dec 12 2023
Commencement Date: Thu Jan 11 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
School Patronage: Catholic
Total No. of Teaching Staff: 11
Current Enrolment: 210
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:

Baltydaniel National School, Mallow, invites candidates for the position of school secretary. The successful candidate will have excellent interpersonal skills and the ability to work as part of a busy school team. The position is subject to compulsory Garda vetting and a six month probationary period.

The successful candidate will be recruited in line with the terms and conditions as set out in Circular 36/2022. Please consult the circular below for rates of pay for school secretaries. The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as a school secretary as per terms and conditions of the government circular.

Post duties

Key duties of this position will include:

Point of contact for all visitors and enquiries.

Managing school communications-phone,email,databases (eg.Aladdin, POD, OLCS)

Management of schools 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.

Excellent book-keeping skills including knowledge of ROS,VAT,RCT, 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 and to work independently and as part of a team.

Applications by post or email. Please mark "Secretary position" clearly on the envelope or in the subject line.

Applications addressed to: Chairman, Board of Management, Baltydaniel National School, Newtwopothouse, Mallow, Co. Cork. Or email office@baltydanielns.ie

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	12447L
Apply To:	Baltydaniel ns Newtwopothouse Mallow P51nd35
County:	Cork
Enquiries To:	Office@baltydanielns.ie
Website:	https://www.baltydanielns.ie

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