

ADVERT ID 207959

Secretary

Brierfield NS

Brierfield National School Brierfield Tuam H54DY79
<https://www.brierfieldns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jan 30 2024 13:59:33
Application Closing Date: Tue Feb 13 2024
Commencement Date: Mon Feb 26 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 8
Current Enrolment: 73
Droichead school: Yes

POST DETAILS

Additional Information:

Brierfield N.S. is seeking a part time secretary for 18.5 hours per week, 3hr 40min per day, Monday to Friday. Applications are welcomed from experienced secretaries/administrators who are confidential, flexible, calm and open-minded. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, efficient and discrete manner.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-

- Managing school correspondence (post, telephone messages, email etc.), including liaising with parents, staff, pupils, service providers, school suppliers, PA and visitors.
- Booking buses, venues, courses etc. and making necessary arrangements for school trips, meetings, interviews, events etc.
- Organising, maintaining and updating school documentation, databases and filing systems including Aladdin, OLCS, POD.
- Managing school financial records including FSSU financial returns to the Dept of Education, on-line payment systems. Payroll, revenue returns, PRSI, RCT and VAT (desirable). Liaising with the treasurer and school accountant as required.
- Maintaining school and office supplies.
- Maintaining and updating school Website and Facebook.
- To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to an appropriate person.
- Carrying out duties assigned by the principal, DP and related to the post of school secretary.

Skills/ Knowledge Required:

- Excellent interpersonal and communication skills (both verbal and written)
- Excellent organisational skills and attention to detail
- Excellent book-keeping skills
- Excellent typing/IT skills
- The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- Ability to plan and work efficiently and on their own initiative, showing flexibility consistent with the nature of the job
- Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. Induction training will be facilitated and may require the candidate to engage in online training webinars. This position is subject to a 6 month probationary period.

Salary is as per Department of Education circular 0046/2023

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 14294W
Apply To: Chairperson Rosaleen Crowe O'Neill
Brierfield National School
Brierfield
Tuam
H54DY79
County: Galway
Enquiries To: brierfieldnationalschool@gmail.com
Website: <https://www.brierfieldns.ie>

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