

ADVERT ID 208042

Secretary

St. Joseph's NS

Rathdonnell Trentagh Letterkenny, F92 K403
<https://rathdonnellns.weebly.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Feb 5 2024 19:24:53
Application Closing Date: Fri Feb 23 2024
Commencement Date: Mon Mar 11 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 3
Current Enrolment: 35
Droichead school: No

POST DETAILS

Additional Information:

The Board of Management of Rathdonnell NS is seeking a part-time secretary for 9 hours per week. Applications are welcomed from experienced secretaries who are professional, committed and enthusiastic and possess a positive attitude. 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 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.
- 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, and related to the post of school secretary.

Essential Skills & Experience:

- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- Proficiency in Microsoft applications and excellent typing skills.
- Knowledge of GDPR & Data Protection requirements.
- Familiarity with school systems an advantage; Aladdin, POD & OLCS systems and with the management of school finances, on-line payment systems, payroll, revenue returns, FSSU accounting templates, PRSI, RCT and VAT
- Excellent typing/IT skills
- 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: 18058H
Apply To: 'Secretary Position'
 Chairperson,
 Rathdonnell NS
 Trentagh
 Letterkenny,
 Co. Donegal
 F92 K403
County: Donegal
Enquiries To: principal@rathdonnellns.com
Website: <https://rathdonnellns.weebly.com>

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