

ADVERT ID 208101

Secretary

St Patricks NS

Fohenagh Ahascragh Ballinasloe H53 PN72

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Feb 7 2024
Application Closing Date:	Fri Mar 1 2024
Commencement Date:	Mon Apr 15 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:	24
Droichead school:	No

POST DETAILS

Additional Information:

St Patrick's NS, Fohenagh, Ahascragh, Ballinasloe, Go. Galway

Part Time Secretarial Position – 12 hours a week

Key competencies:

- Discretion and the ability to maintain strict confidentiality
- Ability to use own initiative, to work independently and as part of a team
- Excellent planning and organisational skills
- Ability to work closely with Principal, Board of Management, parents and staff
- Ability to be flexible in the varied demands of the job
- Experience working in a busy environment
- Ability to relate well to children
- Ability to uphold the ethos of the school

The successful candidate will have:

- Excellent interpersonal skills
- Excellent organisational, oral and written communication skills
- Ability to plan and work on own initiative along with the ability to work in a team environment with Principal and other school staff
- Skills suitable for general school administration and office management, administration of the enrolment process, clerical and admin support to Principal as duties require
- Suitable skills to manage school communications - phone, email, postage
- Ensure compliance with GDPR
- Willingness to learn and up-skill as needed

The following experience is desirable:

- Ability to manage the school's administration system - Aladdin

- Administrative skills to support the management of school finances including the management of e-payments/FSSU Monthly Reporting/payments/invoices as well as assisting with the collation of invoices, statements, delivery notes
- Accounting experience
- Online banking experience
- Experience of the procurement of resources and liaising with service providers/suppliers
- Proficiency in Microsoft applications including Word & Excel
- IT Skills desirable for the update of website if necessary
- Recording and updating Department of Education systems POD and OLCS and maintaining school-based Aladdin Administrative system
- Previous experience in a school setting desirable
- The school secretary will be located in the school, be employed by the Board of Management and will report to the Principal/Deputy Principal.

The above description is not exhaustive.

The position is subject to compulsory Garda Vetting and a probationary period.

Only candidates shortlisted for interview will be contacted.

To apply for the position, send a CV, references and letter of application by post to:

Fr. Christy McCormack,
Chairperson Board of Management,
The Presbytery,
Fohenagh,
Ahascragh,
Ballinasloe,
Co. Galway

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: 17485V
Apply To: Fohenagh
 Ahascragh
 Ballinasloe
 H53 PN72
County: Galway
Enquiries To: stpatricksnsfoh@gmail.com

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