

ADVERT ID 208132

Secretary

Rathdrum BNS

Rathdrum Boys' National School Rathdrum A67X381

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Feb 9 2024 11:55:23
Application Closing Date:	Fri Feb 16 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:	Boys
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	11
Current Enrolment:	158
Droichead school:	Yes

POST DETAILS

Additional Information:

Rathdrum Boys' National School invites applications for the position of School Secretary. This is a part-time, on-site position with secretaries recruited in line with the terms set out in Circular 36/2022 Revision of Salaries and Annual Leave arrangements for School Secretaries. Hours may be subject to change. Newly appointed secretaries will be placed on point 1 of the scale set out in Appendix 1 of the government circular unless they have prior experience as a school secretary, as per terms and conditions of the government circular.

The position is subject to Garda Vetting, Medmark clearance, online Tusla Child Protection Training and a 6-month probationary period.

The successful candidate will report to the principal, will be an integral part of our school community and will manage the school office in a welcoming, professional and discreet manner. The role of the school secretary is to contribute to the smooth running of the school through the provision of daily administration and a professional office service.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Managing school communications: phone, email, databases (e.g. Aladdin, POD, OLCS) etc.
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, and providing clerical and administrative support to the school staff
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- Other duties as allocated by the Principal

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality
- Strong interpersonal and oral/written communication skills
- IT skills, including proficiency in Microsoft Word, Excel and Powerpoint, and willingness to upskill as needed
- Knowledge in relation to GDPR and data protection
- Experience and knowledge in the use of online banking
- Ability to use own initiative, to work independently and as part of a team
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- The ability to assist the management team with the daily administration tasks, meeting requests and scheduling events etc.
- Flexible and adaptable to the needs of the school and open to new skills/ challenges
- A willingness to engage in Continuous Professional Development and to upskill on any new systems & initiatives as required
- Ability to work closely with staff & Board of Management of Rathdrum Boys' National School
- Positive outlook and willingness to contribute to overall school development
- Commitment to uphold the ethos of the school

The above job description is not exhaustive.

Please submit a letter of application with full CV to include the names of two referees.

Shortlisting of candidates may take place. Only shortlisted candidates will be notified.

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: 17265H
Apply To: Secretary Position
 Rathdrum Boys' National school
 Rathdrum,
 Co. Wicklow
 A67 X381
County: Wicklow
Enquiries To: bnsrathdrumwicklow@gmail.com

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