

ADVERT ID 208953

Secretary

Scoil an Athar Maitiu

Togher Girls' National School Togher Cork Cork T12T996
<https://www.tgns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Mar 14 2024 11:44:44
Application Closing Date: Thu Mar 28 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: Girls
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 20
Current Enrolment: 269
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: This is a part time position of 9.5 hours per week.

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:-

- * Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and Payroll
- * Managing school correspondence
- * Maintenance of school and office supplies and operating all office machines.
- * Maintenance and filing of all documentation
- * Maintaining records of staff leave
- * Liaising with representatives of service providers, suppliers, school users and visitors
- * Working in close co-operation with the principal and staff
- * Booking courses, venues, buses etc. and make necessary arrangements for school trips, meetings, interviews etc.
- * Carrying out other duties assigned by the principal and related to the post of school secretary
- * Co-ordination of internal communications (post, telephone messages, email etc)

Essential Skills/ Knowledge Required:

- * Excellent interpersonal and organisational skills

- * Excellent communication skills (both verbal and written)
- * Excellent typing/IT skills
- * Excellent attention to detail
- * 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, working to a deadline and showing flexibility consistent with the nature of the job
- * A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, Powerpoint) with an ability and willingness to master new applications
- * Maintaining records of school finances

Desirable Skills/Knowledge;

- * Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD), Aladdin
- * Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements
- * Experience of using school communication systems eg Aladdin Connect or similar

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

Applications by email only to jobapplications@tgns.ie
Please include CV, Letter of Application and names and contact details of two referees.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18566D
Apply To: Togher Girls' National School
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 T12T996
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