

ADVERT ID 209334

## Secretary

### Curraheen Mxd NS

Curraheen Glenbeigh

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Thu Mar 21 2024 14:34:38
<b>Application Closing Date:</b>	Fri Apr 5 2024
<b>Commencement Date:</b>	Mon Apr 15 2024
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>School Patronage:</b>	Catholic
<b>Classification:</b>	DEIS Rural
<b>Total No. of Teaching Staff:</b>	2
<b>Current Enrolment:</b>	41
<b>Droichead school:</b>	No

#### POST DETAILS

**Additional Information:** Curraheen Mxd NS is seeking a part time secretary for 10-12 hours over 3 days

Applications are welcomed from experienced secretaries/administrators who are professional, committed, honest and enthusiastic and possess a positive attitude.

This key role at the heart of our school demands a high level of professionalism, initiative, diplomacy and flexibility. The successful candidate will be working alongside a teaching Principal and AP to ensure the smooth running of the school.

The successful candidate must work on their own initiative.

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 with the management of school finances, on-line payment systems, payroll, revenue returns, FSSU accounting templates, PRSI, RCT and VAT (desirable).

Managing school correspondences (post, telephone messages, email etc.)

Maintenance of school and office supplies and operating all office machines

Maintenance and filing of all documentation

Maintaining records of staff including leave, CPD and contracts

Liaising with representatives of service providers, suppliers. PA, Parents, school users and visitors

Working in close co-operation with the principal and staff

Booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings interviews, events etc.

Carrying out other duties assigned by the Principal, AP and related to the post of school

secretary

Administration of the school enrolment process  
Assisting with drafting and presentation of school documents

#### Essential Skills/Knowledge required

Excellent interpersonal and organisational skills and ability to deal with all members of the school community  
Excellent communication skills (both verbal and written)  
Excellent typing/IT skills  
Excellent attention to detail  
Proactive in identifying improvements to ensure smooth systems and procedures  
Reliability, trustworthiness and strict adherence to confidentiality in all areas of their work and have a clear understanding and adherence to GDPR regulations  
Ability to multitask, prioritise, work under pressure and achieve deadlines  
The candidate will need to work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job  
Maintaining records of school finances, managing online payments and liaising with the Treasurer of the BOM and school accountant as required

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 webinar. 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
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 15978L  
**Apply To:** Mark Envelope as Secretary  
Curraheen  
Glenbeigh  
Co Kerry  
**County:** Kerry  
**Enquiries To:** [sncurraheen@gmail.com](mailto:sncurraheen@gmail.com)

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