

ADVERT ID 209354

## Secretary

### Drumclough NS

The Mealagh Valley BANTRY P75 VA47  
<https://www.dromcloughns.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Mar 21 2024 15:59:33  
**Application Closing Date:** Thu Apr 4 2024  
**Commencement Date:** Mon Apr 22 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:** 2  
**Current Enrolment:** 38  
**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 12 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:-  
School financial records including payroll, revenue returns, bookkeeping, PRSI, RCT and VAT.  
Liaising with the treasurer and school accountant as required.  
Organising, maintaining and updating school documentation, databases and filing systems including OLCS, POD, Medmark, TUSLA attendance returns.  
Creating and distributing school communication internally and externally, various rotas, staff CPD, timetabling, school calendar etc.  
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.  
Managing school correspondence with professionalism and confidentiality.  
The ability to assist the Principal and Deputy Principal with daily administration tasks.  
Carrying out duties assigned by the principal, DP and related to the post of school secretary/admin.  
The ideal candidate will demonstrate the following competencies:

- Relate well to children
- Excellent interpersonal and communication skills
- Excellent organisational skills and attention to detail
- Excellent typing/IT skills
- Experience of working in a busy office environment.
- Willingness to upskill where necessary

- 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, showing flexibility consistent with the nature of the job.
- Ability to work independently and as part of a team
- Ability to work closely with the Principal and staff.
- Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school.
- Flexibility in the varied demands of the job

Starting salary will be in line with DES circular 0046/2023 (€14.45 per hour). Candidates with experience as a school secretary will start at the relevant point of the scale.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16246V  
**Apply To:** Dromclough NS  
Bantry  
P75 VA47  
**County:** Cork  
**Enquiries To:** [officedromclough@gmail.com](mailto:officedromclough@gmail.com)  
**Website:** <https://www.dromcloughns.ie>

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