

ADVERT ID 209508

## Secretary

### Muire gan Smal Presentation PS

Muire Gan Smal National School Old Chapel Lane, Castleisland V92 P803  
<https://www.muiregansmal.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Mar 26 2024 15:26:19  
**Application Closing Date:** Wed Apr 3 2024  
**Commencement Date:** Mon Apr 15 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Girls with Boys to 1st Class  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 14  
**Current Enrolment:** 117  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** This is a part time position of 15 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 [mgsjobapplication2024@gmail.com](mailto:mgsjobapplication2024@gmail.com)

Please include CV and Letter of Application and names and contact details of two referees.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 14952L  
**Apply To:** [mgsjobapplication2024@gmail.com](mailto:mgsjobapplication2024@gmail.com)  
**County:** Kerry  
**Enquiries To:** [principal@muiregansmal.ie](mailto:principal@muiregansmal.ie)  
**Website:** <https://www.muiregansmal.ie>

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