

ADVERT ID 216422

## Secretary

### Slieverue NS

Slieverue NS via Waterford Co. Kilkenny X91 YA26  
<https://www.slieveruenationalschool.com>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Jun 25 2024  
**Application Closing Date:** Wed Jul 3 2024  
**Commencement Date:** Wed Aug 21 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 11  
**Current Enrolment:** 212  
**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:

Email applications to [applications@slieveruens.com](mailto:applications@slieveruens.com)

Slieverue National School invites applications for the position of School Secretary. The position is currently 27.5 hours, with secretaries recruited in line with the terms set out in Circular 36/2022. (See also Info Note ESR 0002/2023)

The entry-level for this role is on the first point of the scale unless the candidate has previous work experience as a school secretary. The position is subject to compulsory Garda Vetting and a 6-month probationary period. The successful candidate is required to undertake online TUSLA Child Protection training. This on-site role is for approximately 27.5 h per week over 5 days. Holidays as per Circular 36/2022.

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 high-quality 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)
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, and providing clerical and administrative

support to the Principal, Deputy Principal and staff as required

- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- Excellent book-keeping skills, including proficiency in online payment systems, (ROS,VAT, RCT etc), and willingness to upskill as needed.
- IT skills, including proficiency in Microsoft Office 365, Google Drive and willingness to upskill as needed.
- Knowledge in relation to GDPR and data protection.
- Strong organizational skills and ability in regard to attention to detail.
- Ability to use own initiative, to work independently and as part of a team.
- Planning and organisational skills.
- Ability to work closely with the Principal, Deputy Principal and staff as well as the Board of Management.
- Flexibility in the varied demands of the job and the ability to show initiative when required.
- Experience working in a busy office environment.
- Relates well to children.
- 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.

#### 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:** 12476S  
**Apply To:** [applications@slieveruens.com](mailto:applications@slieveruens.com)  
**County:** Kilkenny  
**Website:** <https://www.slieveruenationalschool.com>

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