

ADVERT ID 216422

Secretary

Slieverue NS

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



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jun 25 2024 14:57:21
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: 225
Droichead school: No

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

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
County: Kilkenny
Website: <https://www.slieveruenationalschool.com>

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