

ADVERT ID 218628

Secretary

Holy Trinity NS

Rocklow Rd., Fethard Fethard E91TD43
<https://www.holytrinitynsfethard.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jun 20 2024
Application Closing Date: Fri Jul 5 2024
Commencement Date: Tue Aug 27 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Patronage: Catholic
Total No. of Teaching Staff: 16
Current Enrolment: 223

POST DETAILS

Additional Information:

The Board of Management of Holy Trinity NS in Fethard, Co. Tipperary invites applications for the position of school secretary consisting of 25 working hours per week.

This appointment is subject to sanction by the Department of Education in accordance with Circular 36/2022.

The entry point 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 a 6 month probationary period.

The school secretary will be an integral part of the school community, working closely with the Principal and will manage the school office in a welcoming, professional and discreet manner.

The hours of this position will be, Monday to Friday. This includes non-teaching days where other staff are on site, eg. curriculum days/training days for staff.

Responsibilities include but are not limited to:

General secretarial duties consistent with the role of school secretary such as:

- Carrying out administrative duties assigned by the Principal/BOM
- Working in close co-operation with the Principal/Deputy Principal and staff
- Dealing with parents/guardians, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- Organising, maintaining and updating school databases and filing systems such as Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin
- Managing school correspondence with professionalism and confidentiality
- Maintenance of the school and office supplies and operating all office machines (photocopies) etc..
- Maintenance of records of staff leave
- Maintenance and filing of all documentation
- Organisation and management of school meals (orders, applications etc..)
- Liaising with representatives of service providers, suppliers and visitors
- Booking venues, buses etc.. and making necessary arrangements for school trips etc..

Skills or Knowledge Required:

- Excellent interpersonal and organisational skills
- Excellent oral and written communication abilities
- Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin
- A high level of proficiency in IT and use of Microsoft Office (Word and Excel)
- Willingness to upskill where necessary
- Ability to plan and work efficiently on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job
- Ability to relate well to children
- Positive outlook and willingness to contribute to the overall school development
- Commitment to uphold the ethos of the school
- Previous experience in a school setting desirable

Application by POST only to :

The Chairperson,
Holy Trinity NS,
Rocklow Road,
Fethard,
Co. Tipperary,
E91TD43.

Please clearly state "Secretary Application" on the envelope.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and training in GDPR.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20355C
Apply To: The Chairperson,
Holy Trinity National School,
Rocklow Rd.,
Fethard
Fethard
E91TD43.
County: Tipperary
Enquiries To: office@holytrinitynsfethard.com
Website: <https://www.holytrinitynsfethard.com>

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