

ADVERT ID 218899

## Secretary / Administrator

### Heywood Community School

Ballinacill Ballinacill R32FE04

<https://www.heywood.ie>

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Post Primary
<b>Date Posted:</b>	Wed Jun 19 2024 15:26:35
<b>Application Closing Date:</b>	Wed Jul 31 2024
<b>Commencement Date:</b>	Mon Aug 26 2024
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1
<b>Number of hours per week:</b>	15

#### SCHOOL DETAILS

<b>School Type:</b>	Community School
<b>School Structure:</b>	Co-Educational
<b>Current Enrolment:</b>	749
<b>Droichead school:</b>	Yes

#### POST DETAILS

##### Additional Information:

The School Secretary is an integral part of the school community, working closely with the Principal and Deputy Principals and running the school office in a welcoming, professional and discreet manner.

Application for the above position is through completing the below attached form. Please download and complete the form. All completed forms must be emailed to BOM@heywood.ie

An editable Microsoft Word version of the application form can be downloaded in the "further info link" section below.

The successful candidate will:

- be able to work as a team
  - be able to work on their own initiative
  - be reliable, trustworthy and discreet
  - be able to multi-task, prioritise, work under pressure and meet deadlines
- respect the need for complete discretion and confidentiality
- be flexible and adaptable
  - be proactive in identifying improvements to ensure smooth systems and procedures
  - have excellent communication skills
  - have a positive outlook and excellent interpersonal skills

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 and Deputy Principals
- Working in close co-operation with the Principal, Deputy Principals and staff
- Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner

- Administering first aid as required
- Liaising with representatives of service providers, suppliers and visitors
- Coordination of internal communication (post, telephone messages, email etc.)
- Typing/preparing correspondence
- Organising, maintaining and updating school databases and filing systems including:
  - Tyro
  - Post Primary Online Database (PPOD)
  - Sage
  - School Website
 (Training will be provided but experience in these systems would be an advantage)
- Management of the school office stationery and medical supplies
- Management of office machines (photocopier/printers, etc.)
- Filing of all documentation
- Petty Cash management
- Managing school correspondence with professionalism and confidentiality.
- Being aware of and compliant with school policies and procedures, particularly in relation to Child -Safeguarding, Health and Safety, GDPR/Data Protection, and report any concerns to the appropriate person
- Other duties as assigned by the Principal

An ability to work upon your own initiative and excellent IT skills are necessary.

The position will be subject to the terms of Circular 0036/2022. Revision of Salaries and Annual Leave Arrangements for School Secretaries and Circular letter 0048/2024. Candidates should be familiar with these circulars.

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 a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

#### APPLICATION REQUIREMENTS

- External Application Form
- CV (Digital)

Applications may be submitted by

- External Application Form

Telephone enquiries welcome

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	91427C
<b>Apply To:</b>	BOM@heywood.ie
<b>County:</b>	Laois
<b>Enquiries To:</b>	BOM@heywood.ie or 057 8733333
<b>Website:</b>	<a href="https://www.heywood.ie">https://www.heywood.ie</a>
<b>Further Information:</b>	<a href="https://heywoodcommunityschool-my.sharepoint.com/:w:/g/personal/principal_heywood_ie/Ef9ZFX-ViORPiQqeUwhd1h8BBKv1kN0pS_Us36p-yX7Rdg?e=wSRHki">https://heywoodcommunityschool-my.sharepoint.com/:w:/g/personal/principal_heywood_ie/Ef9ZFX-ViORPiQqeUwhd1h8BBKv1kN0pS_Us36p-yX7Rdg?e=wSRHki</a>
<b>Application Form:</b>	<a href="#">Secretary Application Form HCS 2024-25.pdf</a>