

ADVERT ID 219014

Secretary

Scoil Naomh Pádraig, Corrabheagáin

Curraggan Knockmore Ballina F26VW24
<https://curragganschool.scoilnet.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jun 20 2024 14:04:24
Application Closing Date: Fri Jul 5 2024
Commencement Date: Fri Aug 30 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: 9
Current Enrolment: 139
Droichead school: Yes

POST DETAILS

Additional Information:

General secretarial and administrative duties consistent with the role of School Secretary:
 School financial records including payroll, revenue returns, bookkeeping, PRSI, RCT and VAT.
 Liaising with the treasurer and school accountant as required.
 Maintaining and updating school website.
 Organising, maintaining and updating school documentation, databases and systems including Aladdin, OLCS, POD, Medmark, TUSLA.
 Creating and distributing school communication internally and externally, various rotas, staff CPD, timetabling, school calendar etc.
 Maintaining school photocopiers and office equipment
 To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to an appropriate person.
 Managing school correspondence with professionalism and confidentiality.
 The ability to assist the Principal and Deputy Principal with daily administration tasks
 Carrying out duties assigned by the principal, DP and related to the post of school secretary/admin.

The ideal candidate will demonstrate the following competencies:

- Relate well to children and young people
- Excellent interpersonal and communication skills
- Excellent organisational skills and attention to detail
- Excellent typing/IT skills
- Experience of working in a busy office environment.
- Willingness to upskill where necessary in any of the above systems.
- 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, showing flexibility consistent with the nature of the job.
- Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school.
- Flexibility in the varied demands of the job

Starting salary will be in line with DES circular 0046/2023 (€14.45 per hour on point 1 of the salary scale). Candidates with previous experience as a school secretary would start at their own relevant point of the scale.

This post is permanent part-time for 30 hours per week and is subject to a six month probation.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 12206M
Apply To: principal@currabbagganschool.ie
Chairperson
Currabaggan BOM
Knockmore
Ballina
F26VW24
County: Mayo
Enquiries To: principal@currabbagganschool.ie
Website: <https://currabbagganschool.scoilnet.ie>

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