

ADVERT ID 219178

Secretary

SN Ronain Naofa

Cloonloo Via Boyle F52 E288
<https://www.cloonlooschool.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jun 21 2024
Application Closing Date: Fri Jul 5 2024
Commencement Date: Fri Aug 30 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 2
Current Enrolment: 35
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:

The Board of Management of St. Ronan's N.S., Clonlough invites applications for the position of Part-Time Secretary. (12 hours per week).

The position is subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. 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.

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

The successful candidate will have/be:

- Excellent interpersonal and communication skills
- Proficiency in ICT including word processing, spreadsheets, email etc.
- Ability to work on own initiative and as part of a team
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexibility and be adaptable to the needs of the school
- Proactive in identifying improvements to ensure smooth systems and procedures

- A positive outlook
- A willingness to engage in Continuous Professional Development

Essential Skills & Experience:

- Administrative and secretarial skills
- Proficiency in ICT and office applications.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping, filing (hard copy and electronically) and adherence to school procedures & policies.
- Knowledge of GDPR & Data Protection requirements.
- Liaising with parents, staff, pupils, service providers, school suppliers, Parents Association and visitors.
- To be aware of and comply with school policies and procedures, particularly regarding child safeguarding, health and safety, confidentiality and data protection and report any concerns.
- Knowledge in operating and maintaining a school online banking and payment system.
- Previous secretarial experience desirable
- Financial administration experience desirable

It would be desirable for the candidate to have knowledge and experience in using some or all of the following; Aladdin, Esinet, Payroll, FSSU accounting templates, Microsoft Office, Medmark, TUSLA returns and other school applications.

Key Duties & Responsibilities:

- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Maintaining school and office supplies and operating all office machines - photocopier/laminator etc.
- Attend meetings and events as required.
- Assisting the Principal in the administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- Assisting with general school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Other duties as allocated by the principal.

Interviews will take place the week beginning July 15th. This will be confirmed upon completion of shortlisting. Only shortlisted applicants will be contacted.

Please mark envelope 'Secretary Application'.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 12767G
Apply To: Chairperson
BoM
St. Ronan's N.S.
Cloonloo
Via Boyle
Co. Sligo
F52 E288
County: Sligo
Enquiries To: info@cloonlooschool.ie
Website: <https://www.cloonlooschool.ie>

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