

ADVERT ID 219330

Secretary

SN Tulach Uí Chadhain

Tulach Uí Chadhain Maigh Cuilinn N/A H91 WD98

MAIN DETAILS

| | |
|----------------------------------|--------------------------|
| Status: | Active |
| Level: | Primary |
| Date Posted: | Tue Jun 25 2024 06:38:55 |
| Application Closing Date: | Tue Jul 16 2024 |
| Commencement Date: | Mon Aug 26 2024 |
| Status of Post: | Part-Time |
| Number of Vacancies: | 1 |

SCHOOL DETAILS

| | |
|-------------------------------------|----------------|
| School Type: | Mainstream |
| School Structure: | Vertical |
| Gender: | Co-Educational |
| School Patronage: | Catholic |
| Total No. of Teaching Staff: | 4 |
| Current Enrolment: | 72 |
| Droichead school: | No |

POST DETAILS

Additional Information:

The Board of Management of Scoil Naomh Bríde invites applications for the position of a permanent, part time school secretary consisting of 15 hours per week.

This appointment will be subject to the terms and conditions of Department of Education circulars and FAQ which are available on the Department of Education website <https://www.gov.ie/en/organisation/department-of-education/> (eg Circular 36/2022 'Revision of Salaries and Annual Leave Arrangements for School Secretaries employed in recognised primary schools', Circular 0007/2024 'Leave Entitlements for School Secretaries employed in Recognised Primary Schools', FAQ guidance documents etc.).

The successful candidate will have experience in office management and administration.

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.

The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional manner.

The successful candidate will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.

Responsibilities include but are not limited to:

General secretarial duties consistent with the role of School Secretary and as outlined in the skills/ knowledge required below:

- Managing school correspondence (post, telephone messages, email etc.), including liaising with parents, staff, pupils, service providers, school suppliers, PA and visitors .
- Organising, maintaining, and updating school databases and filing systems to include Databiz, OLCS, POD, Payroll, Medmark, TUSLA attendance forms
- Management of payments, financial accounts, invoices, book-keeping duties, including the use of spreadsheets in compliance with the FSSU
- Maintenance of the school and office supplies and operating all office machines

- Maintenance and filing of all documentation including enrolments, staff leave, CPD and contracts
- Booking substitutes for staff absences
- Booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings, interviews etc.
- Coordination of internal communication (post, telephone messages, email etc.)
- To be aware of and comply with school policies and procedure, particularly in relation to child safeguarding, health and safety, enrolments, confidentiality, data protection and report any concerns to the appropriate person.
- Carrying out other duties assigned by the Principal and related to the post of School Secretary.

Skills/ Knowledge Required:

- Excellent interpersonal skills and oral / written communication abilities
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Excellent IT skills
- Experience of operating database platforms such as or similar to the Online Claims System (OLCS) Pupil Online Database (POD), Databiz.
- Competency in maintaining financial accounts, using Excel, budgets, online banking systems, procurement and monthly financial reports.
- Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR regulations
- The ability to assist the Principal with daily administration tasks, meeting requests and scheduling events
- Ability to use own initiative and work efficiently both independently and as part of a team
- Ability to prioritise, multitask and work to strict deadlines
- Team orientated and collaborative with a calm and flexible attitude
- Positive outlook and willingness to contribute to the overall school development
- Relate well to children
- Willingness to upskill where necessary

Initial duties may be subject to change.

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

The entry level for this role is on the first point of the scale unless the candidate has previous experience as a School Secretary.

This position is subject to a six month probationary period.

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: 08446K
Apply To: applications@tullokynens.ie
County: Galway
Enquiries To: scoilnaomhbride@gmail.com