

ADVERT ID 219404

## Secretary

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### Ardlios NS

Arles NS Arles, Ballickmoyler, via Carlow R93HY62  
<https://www.arlesnationalschool.ie>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Tue Jun 25 2024 14:51:55  
**Application Closing Date:** Mon Jul 8 2024  
**Commencement Date:** Wed Aug 28 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS Rural  
**Total No. of Teaching Staff:** 4  
**Current Enrolment:** 47  
**Droichead school:** Yes

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#### 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 Arles National School is seeking to employ an enthusiastic, hard-working and flexible secretary. This is a part-time position for 12 hours per week (over 3 or 4 days).

The position will be subject to the terms of DES 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 successful candidate will have experience in office management and administration. The suitable candidate will work under the direction of the Principal. The suitable candidate will be an integral part of the school community and will work in the school office in a welcoming, professional, discrete and confidential manner.

Responsibilities include but are not limited to:

- General secretarial and administrative duties consistent with the role of School Secretary.
- Experience and knowledge in the use of some or all of the following: Microsoft Office, Google Workspace, Aladdin, POD, OLCS, SAGE, FSSU accounting templates, Medmark, TUSLA returns and other school applications.
- Managing school correspondence.
- Handling sensitive data with confidentiality.
- Knowledge of data protection responsibilities.

- Adhering to school policies and guidelines.
- Maintenance of school and office supplies.
- Liaising with representatives of service providers, school users and visitors.
- Working in close co-operation with Principal, Deputy Principal and staff.
- Co-ordination of internal communications (post, telephone messages, email etc.)
- Maintaining records of school finances and knowledge of FSSU Guidelines.

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

#### 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:** 18532J  
**Apply To:** secretary24@arlesnationalschool.ie by 5pm on Monday 8th July  
**County:** Laois  
**Enquiries To:** [principal@arlesnationalschool.ie](mailto:principal@arlesnationalschool.ie)  
**Website:** <https://www.arlesnationalschool.ie>

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