

ADVERT ID 219421

## Secretary

### Labasheeda N.S.

Labasheeda Kilrush V15 XF84  
<https://www.labasheedans.scoilnet.ie/blog>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Jun 25 2024  
**Application Closing Date:** Tue Jul 16 2024  
**Commencement Date:** Wed Aug 28 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:** 39  
**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 Labasheeda National School invites applications for the position of secretary for 12 working hours per week. The successful candidate should have:

- Recognised Qualifications
  - Experience of operating in a busy office environment and/or secretarial experience working in a child centred environment.
  - Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
  - Excellent interpersonal skills, including oral and written communication skills.
  - Competency in maintaining financial accounts, including wages, budgets, on line payment systems, procurement and monthly financial reports.
- A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications.
- A familiarity of working with online school databases or similar databases (e.g Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements.
  - the ability to assist the principal with the daily administration tasks, meeting requests, scheduling events. Managing school correspondence, postage etc.
  - updating, managing and storing school records in compliance with GDPR.
  - assisting with the organisation of school events and activities.
  - Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.

- A commitment to maintaining confidentiality and discretion.
- respecting the Catholic Ethos of the school at all times.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child protection Training and training in GDPR.

#### APPLICATION REQUIREMENTS

Letter of Application

Referees (name, role, contact no.)

CV (Digital)

Applications may be submitted by  
Email

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#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	19386G
<b>Apply To:</b>	labasheeda.applications@gmail.com
<b>County:</b>	Clare
<b>Enquiries To:</b>	-
<b>Website:</b>	<a href="https://www.labasheedans.scoilnet.ie/blog">https://www.labasheedans.scoilnet.ie/blog</a>

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