

ADVERT ID 219482

## Secretary / Administrator

### CBS Secondary New Ross

Mountgarrett New Ross Y34 WR12

<https://cbsnewross.ie>

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Post Primary
<b>Date Posted:</b>	Wed Jun 26 2024
<b>Application Closing Date:</b>	Wed Jul 17 2024
<b>Commencement Date:</b>	Mon Sep 9 2024
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1
<b>Number of hours per week:</b>	37

#### SCHOOL DETAILS

<b>School Type:</b>	Secondary School
<b>School Structure:</b>	Co-Educational
<b>Current Enrolment:</b>	420
<b>Droichead school:</b>	Yes

#### POST DETAILS

**Additional Information:**

The School Secretary is an integral part of the school community, working closely with the Principal, Deputy Principal and running the school office in a welcoming, professional and discreet manner.

The successful candidate will:

- be able to work as a team
- be able to work on their own initiative
- be reliable, trustworthy and discreet
- be able to multi-task, prioritise, work under pressure and meet deadlines
- respect the need for complete discretion and confidentiality
- be flexible and adaptable
- be proactive in identifying improvements to ensure smooth systems and procedures
- have excellent communication skills
- have a positive outlook and excellent interpersonal skills

Responsibilities include but are not limited to:

- General secretarial duties consistent with the role of School Secretary such as carrying out administrative duties assigned by the Principal and Deputy Principal
- Working in close co-operation with the Principal, Deputy Principal and staff
- Dealing with parents, staff, students and visitors in person, by phone and by email in a courteous and professional manner
- Liaising with representatives of service providers, suppliers and visitors
- Coordination of internal communication (post, telephone messages, email etc.)
- Typing/preparing correspondence
- Organising, maintaining and updating school databases and filing systems including Compass
- Post Primary Online Database
- Management of school office stationery and medical supplies
- Management of office machines (photocopies/printers etc.)
- Filing of all documentation

- Petty cash management
- Managing school correspondence with professionalism and confidentiality
- Being aware of and being compliant with school policies and procedures particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection, and report any concerns to the appropriate person
- Other duties as assigned by the Principal

The position will be subject to the terms of Circular 0036/2022. Revision of Salaries and Annual Leave Arrangements for School Secretaries and Circular letter 0048/2024. Candidates should be familiar with these circulars.

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.

Previous experience as a second level school secretary will be an advantage.

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.

Shortlisting may apply.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 63600F  
**Apply To:** Mr. Pat Rossiter,  
Principal,  
CBS Secondary,  
Mountgarrett,  
New Ross,  
Co. Wexford  
Y34 WR12  
**County:** Wexford  
**Enquiries To:** [principal@cbsnewross.ie](mailto:principal@cbsnewross.ie)  
**Website:** <https://cbsnewross.ie>

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