

ADVERT ID 219496

## Secretary

### Rineen

Rineen Miltown Malbay Co Clare Miltown Malbay V95 KV24  
<https://www.rineenschool.com>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Wed Jun 26 2024 13:25:08  
**Application Closing Date:** Fri Jul 5 2024  
**Commencement Date:** Tue Aug 27 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:** 3  
**Current Enrolment:** 43  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Rineen National School is seeking to employ an enthusiastic, hard-working and flexible secretary.

This is a part-time position for 10 hours per week, Monday – Friday 10:30am -12:30pm.

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 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 and visitors.
- Organising, maintaining, and updating school databases and filing systems to include Aladdin, 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.
- Reheating and distribution of hot lunches.
- 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 courses, venues, buses etc. and making necessary arrangements for school trips, meetings, 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.

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 & HACCAP Food Safety Training for Food Handlers.

All applications to be submitted by email only to [rineenappointments@gmail.com](mailto:rineenappointments@gmail.com) by 2pm on the 05/07/24.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 09425H  
**Apply To:** [rineenappointments@gmail.com](mailto:rineenappointments@gmail.com)  
**County:** Clare  
**Enquiries To:** [principal@rineenschool.com](mailto:principal@rineenschool.com)  
**Website:** <https://www.rineenschool.com>

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