

ADVERT ID 219863

Secretary

Kilgobnet NS

Kilgobnet Beaufort Killarney
<https://kilgobnetns.scoilnet.ie/blog/>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jul 2 2024 10:14:02
Application Closing Date: Tue Jul 16 2024
Commencement Date: Mon Sep 2 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: 6
Current Enrolment: 85
Droichead school: No

POST DETAILS

Additional Information:

Kilgobnet National School is a Catholic School under the Patronage of the Diocese of Kerry. The Board of Management of Kilgobnet National School invites applications for the position of secretary consisting of 16.5 working hours per week.

This appointment is subject to sanction by the Department of Education in accordance with Circular 36/2022. 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 appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and training in GDPR.

This position is subject to a 6 month probationary period.

The School Secretary will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner.

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/BOM
- Working in close co-operation with the Principal/Deputy Principal and staff
- Dealing with parents/guardians, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- Organising, maintaining and updating school databases and filing systems such as Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin
- Management of payments/financial accounts/invoices
- Managing school correspondence with professionalism and confidentiality

- Maintenance of the school and office supplies and operating all office machines (photocopiers) etc.
- Maintenance of records of staff leave
- Maintenance and filing of all documentation
- Organisation and management of school meals (orders, applications etc.)
- Liaising with representatives of service providers, suppliers and visitors
- Booking venues, buses etc. and making necessary arrangements for school trips etc.

The ideal 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 (ROS, VAT, RCT etc.), 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 (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 and scheduling events etc.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality, professionalism and discretion.

The above job description is not exhaustive

Application by email ONLY to: kilgobnetnsappointment@gmail.com

Please clearly state "Secretary application" in the subject line

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: 07841L
Apply To: kilgobnetnsappointment@gmail.com
County: Kerry
Enquiries To: 0646644622
Website: <https://kilgobnetns.scoilnet.ie/blog/>