

ADVERT ID 220021

Secretary

Drumbaragh NS

Drumbaragh NS Drumbaragh Kells A82NP98
<https://www.drumbaraghnationalschool.ie>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jul 3 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
Total No. of Teaching Staff:	6
Current Enrolment:	103
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 Drumbaragh National School invites applications for the position of secretary for 16 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.
 - Respect for 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 to applicationsdrumbaraghns@gmail.com no later than 3pm on Tuesday 16th July. Please put Secretary Application in the email subject line.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 10801Q
Apply To: applicationsdrumbaraghns@gmail.com
County: Meath
Enquiries To: drumbaraghns1@gmail.com
Website: <https://www.drumbaraghnationalschool.ie>

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