

ADVERT ID 220799

## Secretary

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### Camcloon NS

S.N Chamchluain Ballydangan Athlone N37 YN56

<https://gmail.com>

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#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Wed Jul 17 2024 14:57:32
<b>Application Closing Date:</b>	Wed Jul 31 2024
<b>Commencement Date:</b>	Fri Aug 30 2024
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

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#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	6
<b>Current Enrolment:</b>	66
<b>Droichead school:</b>	Yes

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#### POST DETAILS

**Additional Information:**

This is a permanent, part time post for 15 hours per week, throughout the school year. The position will be subject to the terms of 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 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.

Applications to be emailed to [camcloonns455@gmail.com](mailto:camcloonns455@gmail.com) titled "School Secretary Application"

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 may 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.
- Working in close co-operation with Principal, Deputy Principal and staff.
- Dealing with parents, 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 Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll.
- Competency in maintaining financial accounts, budgets, online banking systems, procurement and monthly financial reports.
- Managing school correspondence with professionalism and confidentiality.
- Maintenance of the school and office supplies and operating all office machines (photocopier,

laminator etc.).

- Maintenance and filing of all documentation.
- Liaising with representatives of service providers, suppliers and visitors.
- Assisting with the organisation of school events and activities eg. booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
- Coordination of internal communication (post, telephone messages, email etc.).
- To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person

Skills or Knowledge Required:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances
- Excellent typing/ I.T. skills and attention to detail.
- Willingness to upskill where necessary.
- Ability to use own initiative, to work independently and as part of a team.
- Positive outlook and willingness to contribute to the overall school development.

The above description is not exhaustive.

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period.

#### 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:** 15980V  
**Apply To:** By email to [camcloonns455@gmail.com](mailto:camcloonns455@gmail.com)  
Camcloon NS,  
Ballydangan,  
Athlone,  
Co. Roscommon.  
N37 YN56  
**County:** Roscommon  
**Enquiries To:** [camcloonns455@gmail.com](mailto:camcloonns455@gmail.com)  
**Website:** <https://gmail.com>

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