

ADVERT ID 221294

## Secretary

### Realt na Mara NS

Rosses Point Co. Sligo F91TR29  
<https://www.rossespointns.com>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Wed Jul 24 2024 21:20:49  
**Application Closing Date:** Wed Aug 7 2024  
**Commencement Date:** Thu Aug 29 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:** 7  
**Current Enrolment:** 119  
**Droichead school:** No

#### POST DETAILS

##### Additional Information:

The Board of Management of S.N. Réalt na Mara is seeking a secretary on a part-time basis (18.5 hours per week).

The position will be subject to the terms of Circular 0036/2022 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 appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a probationary period.

The School Secretary is 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.

This position requires experience in office management and administration and experience within an educational setting is preferable.

The successful candidate will have :

- o Excellent interpersonal and communication skills (both oral and written)
- o Administrative and secretarial skills
- o Proficiency in ICT including word processing, spreadsheets, email etc.
- o Knowledge of GDPR & Data Protection requirements.
- o Excellent organisational skills, ensuring good record-keeping, filing (manual and electronically) and adherence to school procedures & policies.
- o The ability to work on own initiative and as part of a team
- o Reliability, trustworthiness and strict adherence to confidentiality
- o Flexibility and adaptability to the needs of the school
- o Knowledge in operating and maintaining a school online banking and payment system.
- o A commitment to uphold the ethos of S.N. Réalt na Mara.

It would be desirable for the candidate to have knowledge and experience in using some or all of

the following; Aladdin, POD, OLCS, SAGE, FSSU accounting templates, Microsoft Office, TUSLA returns and other school applications.

#### Key Duties & Responsibilities:

Responsibilities include but are not limited to:

- o Working in close co-operation with the Principal, Deputy Principal and school staff
- o Carrying out other duties assigned by the Principal and related to the post of school secretary
- o Being the first point of contact for all visitors to the school and dealing with parents, visitors etc. in a welcoming manner
- o Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- o General secretarial and administrative duties consistent with the role of school
- o Liaison with representatives of service providers, suppliers, school users and visitors
- o Managing school correspondence with professionalism and confidentiality
- o Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- o Maintaining records of school finances including cash collections, bank payments and entering & reconciling all payments on accounting system
- o Maintenance and filing of all invoices and documentation
- o Maintenance of records of staff leave and supporting substitute cover process
- o Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- o Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- o Assisting with the organisation of school events and activities e.g. booking courses, venues, buses etc and making necessary arrangements for school trips etc.
- o Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing payments.
- o Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- o 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
- o Attend meetings and events as required.

Applications should be submitted by post only to Rev. Chairperson, Board of Management S.N. Réalt na Mara, Rosses Point, Co. Sligo, F91TR29. Please mark envelope: "Secretary Application".

Please include a current email address as invitations to interview will be sent via email.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 17641J  
**Apply To:** Rev. Chairperson,  
Board of Management,  
S.N. Réalt na Mara,  
Rosses Point  
Co. Sligo  
F91TR29  
**County:** Sligo  
**Enquiries To:** [realtnamarajobapplications@gmail.com](mailto:realtnamarajobapplications@gmail.com)  
**Website:** <https://www.rossespointns.com>  
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