

ADVERT ID 221313

Secretary

Ballyduff NS

Ballyduff Tralee V92 E796
<https://scoilbailedhuibh.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jul 25 2024 16:54:45
Application Closing Date: Fri Aug 9 2024
Commencement Date: Wed Aug 28 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 10
Current Enrolment: 107
Droichead school: Yes

POST DETAILS

Additional Information:

Ballyduff N.S. invites applications for the position of school secretary. This is a Permanent Post 18.5 Hrs per week and is subject to the Department of Education 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 pay scale unless the successful candidate has previous experience working 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 other related training. This position is subject to a six month probationary period. The successful candidate will be an integral part of the school community working closely with the Principal and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

- General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills and knowledge below:
- Communicating with parents, staff, pupils of the school in a professional manner.
- To be aware of and comply with school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to the appropriate person.
- Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, Pod and Payroll.
- Managing school correspondence.
- Maintenance of school and office supplies and operating all office machines (photocopier, Laminator, binder, shredder)
- Maintenance and filing of all documentation.
- Maintaining records of staff leave, CPD and Contracts.
- Maintaining record of school finances
- Liaising with representatives of service providers, suppliers, school users, and visitors.

- Working in close co-operation with the Principal and staff.
- Booking courses, venues, busses etc. And make necessary arrangements for school trips, meetings, interviews etc.
- Carrying out other duties assigned by the principal and related to the post of school secretary.

Essential Skills and Knowledge required:

- Excellent interpersonal and organisational skills.
- Excellent communication skills (both verbal and written)
- Excellent IT skills and attention to detail, including proficiency in Microsoft Office, publisher, excel, power point and other online applications.
- The successful candidate will need to be highly confidential in all area of their work and have a clear understanding and adherence to GDPR regulations.
- Ability to prioritise and to multitask.
- Ability to work and plan efficiently on their own initiative while working to deadlines.
- Relate well to children.
- Positive outlook and willingness to contribute to the overall school development.
- Commitment to uphold the Catholic ethos of the school.
- Experience in a similar role is advantageous

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20478S
Apply To: Chairman B.O.M.
 Ballyduff
 Tralee
 V92 E796
 Mark Envelope "Secretary Application"
County: Kerry
Enquiries To: ballyduffnationalschool@gmail.com
Website: <https://scoilbailedhuibh.com>
Further Information: <https://scoilbailedhuibh.com>

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