

ADVERT ID 221487

## Secretary

### St Joseph's GNS

Convent Road Clonakilty P85AX90  
<https://www.stjosephsclon.com>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Fri Jul 26 2024 16:05:23  
**Application Closing Date:** Fri Aug 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:** Girls  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 15  
**Current Enrolment:** 210  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of St. Joseph's Girls NS invites applications for the position of part-time school secretary. This will be 2 full days 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 is a one year position as part of a job share arrangement with our existing fulltime secretary who will move to 3 days a week for the year initially. 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.
- Experience in a similar role is advantageous

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 07651G  
**Apply To:** Ms. Kathleen Ryan, Chairperson Board of Management  
 chairpersonsjgns@gmail.com  
 St. Joseph's Girls NS  
 Convent Road,  
 Clonakilty  
 P85AX90  
**County:** Cork  
**Enquiries To:** [info@stjosephsclon.com](mailto:info@stjosephsclon.com)  
**Website:** <https://www.stjosephsclon.com>  
**Further Information:** <https://stjosephsclon.com>

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