

ADVERT ID 221960

## Secretary

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### Dromclough NS

Dromclough NS Listowel V31 W640

<https://www.dromcloughns.com>

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#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Thu Aug 1 2024 15:03:35
<b>Application Closing Date:</b>	Thu Aug 15 2024
<b>Commencement Date:</b>	Thu Aug 29 2024
<b>Status of Post:</b>	Permanent
<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>	15
<b>Current Enrolment:</b>	208
<b>Droichead school:</b>	Yes

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#### 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 BOM of Dromclough NS invites applications for the position of school secretary. This is a full-time permanent post 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, Deputy Principal, staff & BOM and will manage the school office in a welcoming, professional, discreet and discerning manner.

**Essential Skills and Knowledge required:**

- . Reliability, trustworthiness and strict adherence to confidentiality in all areas of work.
- Excellent interpersonal and communication skills (both oral and written).
- Administrative and secretarial skills, including very good typing skills.
- Excellent organisational skills, ensuring good record-keeping, filing (manually and electronically).
- Excellent IT skills and attention to detail, including proficiency in Microsoft Office, word processing, publisher, excel, power point, other online applications and email.
- . Ability to ensure adherence to school procedures & policies – both personally and by others, whether staff, parents, visitors, etc.

- . A clear understanding and adherence to GDPR and Data Protection regulations.
- Ability to prioritise and to multitask.
- Ability to work and plan efficiently on their own initiative while working to deadlines.
- . Ability to work as part of a team.
- . Be flexible and adaptable to the needs of the school.
- Relate well to children.
- Positive outlook and willingness to contribute to the overall school development.
- . Knowledge of operating and maintaining of online banking, accounts packages and payments systems.
- Commitment to uphold the Catholic ethos of Dromclough NS.
- Experience in a similar role is advantageous.

Responsibilities include but are not limited to:

- . Working in close co-operation with the Principal, Deputy Principal, school staff & Chairperson BOM.
- General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills and knowledge below.
- . Being the first point of contact for all visitors to the school and dealing with all visitors in a welcoming manner, while controlling access to the school building through the security doors beside the main school office.
- Communicating with parents, staff, pupils, visitors & BOM of the school in person, by phone, email or otherwise, in a courteous and 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/GDPR and report any concerns to the appropriate person.
- Meticulous organising, maintaining and updating of school databases and filing systems to include Aladdin, OLCS, POD, Payroll, etc.
- Assisting the Principal and staff in managing school correspondence, including communication by post, email, telephone and other school platforms being used with professionalism and confidentiality. Managing school correspondence includes posting of letters, packages, etc.
- Maintenance of office supplies and operating all office machines (photocopiers, laminator, binder, shredder, etc.)
- . Ordering and maintaining first aid supplies and bathroom & sanitary supplies for the school.
- . Maintenance of supplies for staff room and staff kitty.
- . Acceptance of, and signing off on, all deliveries to the school.
- Maintenance and filing (including manual and electronic) of all documentation, including invoices and receipts, in line with GDPR.
- Maintaining records of staff leave, CPD, contracts and the supporting of the staff substitution process.
- Maintaining record of school finances, including cash collections, petty cash, bank payments, lodgements and entering & reconciling all payments on accounting system.
- . Assisting the Principal/Accountant/Treasurer BOM in maintaining all financial records, FSSU monthly reports and managing payments.
- Liaising with representatives of service providers, suppliers, school users, the Department of Education, outside agencies and visitors.
- Liaising with Bus Eireann and school transport providers, when required.
- Assisting with booking of all school events and activities including booking courses, venues, busses etc. and making necessary arrangements for school trips, meetings, interviews, etc.
- Attending meetings, events and training, as requested or required.
- . Being available to assist when interviews are taking place in the school, outside of school hours.
- . Carrying out other duties assigned by the Principal and related to the post of school secretary, including new initiatives and future developments of the school and/or Dept. of Education.

o Names and contact phone number for three professional referees should be included.

o Applications must be submitted by post only to Chairperson, Board of Management, Dromclough NS, Listowel, Co. Kerry. V31 W640. Please mark "Secretary Application" on the top corner of the envelope.

o Canvassing will disqualify.

o Please include a current email address, as invitations to interview will issue via email.

## APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19957A  
**Apply To:** Chairperson BOM  
Dromclough NS  
Listowel  
Co. Kerry  
V31 W640  
**County:** Kerry  
**Enquiries To:** [admin@dromcloughns.com](mailto:admin@dromcloughns.com)  
**Website:** <https://www.dromcloughns.com>  
**Further Information:** <https://www.dromcloughns.com>

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