

ADVERT ID 222342

Secretary

Burncourt NS

Burncourt Cahir Co. Tipperary E21PT44
<https://www.burncourtnationalschool.com>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Aug 7 2024 10:29:23
Application Closing Date:	Fri Aug 23 2024
Commencement Date:	Mon Sep 2 2024
Status of Post:	Part-Time
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	6
Current Enrolment:	84
Droichead school:	Yes

POST DETAILS

Additional Information:

Burncourt NS is seeking a secretary on a part-time basis.
This position is for 20 hours per week, from 9am - 1pm daily.
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.

Handover and induction training will be facilitated at the start of the new school term.

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 :

- Excellent interpersonal and communication skills (both oral and written).
- Excellent administrative and secretarial skills and attention to detail.
- Proficiency in ICT including word processing, excel, spreadsheets, email etc.
- Knowledge of GDPR & Data Protection requirements.
- Excellent organisational skills, ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- The ability to work on own initiative and as part of a team.
- Reliability, trustworthiness and strict adherence to confidentiality.

- Flexibility and adaptability to the needs of the school with a willingness to upskill where necessary.
- Knowledge in operating and maintaining a school online banking and payment system.
- Positive outlook and willingness to contribute to the overall school development of Burncourt NS.

It would be desirable for the candidate to have prior knowledge and experience in using some or all of the following; Aladdin, POD, OLCS, SAGE, FSSU accounting templates, Microsoft Office, G-Suite, TUSLA returns and other school applications.

Key Duties & Responsibilities:

Responsibilities include but are not limited to:

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

Burncourt NS has an administrative principal, four mainstream classes, one SET post, two classes for pupils with Autism, SNAs, bus escorts, a cleaner and a caretaker.

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17783G
Apply To: secretaryrecruitment@burncourtnationalschool.com
County: Tipperary
Enquiries To: burncourtnationalschool@gmail.com
Website: <https://www.burncourtnationalschool.com>

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