

ADVERT ID 225551

## Secretary

### St Finian's NS

Killyon Hill of Down Enfield A83 XW44  
<https://www.killyonns.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 30 2024 16:07:19  
**Application Closing Date:** Mon Oct 14 2024  
**Commencement Date:** Mon Nov 4 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 4  
**Current Enrolment:** 78  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Killyon NS invites applications for the position of Secretary for 18 working hours per week. The successful candidate should have:

Recognised Qualifications

- Experience of operating in a busy office environment and/or secretarial experience working in a child centered environment
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- Excellent interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including wages, budgets, procurement and financial reports
- A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications
- Organising, maintaining and updating school databases and filing systems such as Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll as well as a knowledge of GDPR & Data Protection requirements
- Maintaining records of school finances and knowledge of FSSU Guidelines
- The ability to assist the principal with the daily administration tasks, meeting requests, scheduling events. Managing school correspondence, postage etc.
- Updating, managing and storing school records in compliance with GDPR
- Assisting with the organisation of school events and activities
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job
- A commitment to maintaining confidentiality and discretion
- Willingness to upskill where necessary
- Respecting the Catholic Ethos of the school at all times.

Previous experience in a school setting is desirable

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child protection Training and training in GDPR.

The position will be subject to the terms of DES 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 scale unless the candidate has previous work experience as a School Secretary.

To apply for the position, send a CV and letter of application, including the names, roles and contact details of three referees, by post for the attention of the Chairperson.

Please write "Secretary Application" on the envelope.

This position is subject to a six month probationary period.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 07120V  
**Apply To:** Killyon NS  
Killyon  
Hill of Down  
Enfield  
A83 XW44  
**County:** Meath  
**Enquiries To:** [principal@killyonns.com](mailto:principal@killyonns.com)  
**Website:** <https://www.killyonns.com>

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