

ADVERT ID 225578

## Secretary

### Glounaguillagh NS

Glounaguillagh National School Caragh Lake Killorglin V93 HX07  
<https://www.glounaguillaghns.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 30 2024 16:54:20  
**Application Closing Date:** Tue Oct 15 2024  
**Commencement Date:** Mon Nov 4 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 8  
**Current Enrolment:** 145  
**Droichead school:** No

#### POST DETAILS

##### Additional Information:

The Board of Management of Glounaguillagh N.S. invites applications for the position of Secretary for 18.5 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 confidentiality and respect the importance of same
- 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

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 successful applicant will be recruited in line with the terms and conditions as set out in Circular 36/2022 and Circular 48/2024. New secretaries will be placed on point 1 of the scale set out in Appendix 1 of the circular, unless they have prior 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 email to [applications@glounaguillaghns.ie](mailto:applications@glounaguillaghns.ie) the subject line should be clearly marked 'Secretary Application'.

This position is subject to a six month probationary period.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 015831  
**Apply To:** [applications@glounaguillaghns.ie](mailto:applications@glounaguillaghns.ie)  
**County:** Kerry  
**Enquiries To:** 0669769402  
**Website:** <https://www.glounaguillaghns.ie>

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