

ADVERT ID 225969

## Secretary

### Scoil Aiséirí Chríost

Knockpogue Avenue Farranree Cork N/A T23 E634  
<https://www.scoilaiseirichriost.com/>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Oct 8 2024 09:31:53  
**Application Closing Date:** Tue Oct 22 2024  
**Commencement Date:** Mon Nov 11 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Girls  
**School Patronage:** Catholic  
**Classification:** DEIS 1  
**Total No. of Teaching Staff:** 27  
**Current Enrolment:** 276  
**Droichead school:** Yes

#### 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 Board of Management of Scoil Aiséirí Chríost invites applications for the post of full time secretary (30 hours per week), commencing on the 11th November, 2024.  
The successful candidate will manage the school office/reception in a welcoming and professional manner and will be an integral part of the school community.  
This position is subject to a 6 month probationary period. This appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child Protection training.

Responsibilities include but are not limited to:

Organising, maintaining and updating school data bases and filing systems - Aladdin, OLCS, POD & Payroll.

Working in close cooperation with the school principal.

Managing school correspondence - post, phone, emails etc.

Composition of letters/emails with fluency and accuracy.

Liaising with representatives of school service providers, suppliers, visitors etc.

Maintenance of records of all staff leave - esinet/olcs.

Maintenance of financial accounts, payroll and R.O.S.

Maintenance of high levels of confidentiality in relation to all school affairs.

Strict adherence to all GDPR regulations and requirements.

Skills required:

Excellent interpersonal and communication skills

Excellent team working skills  
Excellent office administration and IT skills  
A clear understanding of GDPR regulations  
Ability to plan and work efficiently on their own initiative  
Ability to be flexible, consistent with nature of post  
An ability and willingness to master new IT applications as required

#### 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:** 20038N  
**Apply To:** [applications@scoilaiseirichriost.com](mailto:applications@scoilaiseirichriost.com)  
**County:** Cork  
**Enquiries To:** [info@scoilaiseirichriost.com](mailto:info@scoilaiseirichriost.com)  
**Website:** <https://www.scoilaiseirichriost.com/>

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