

ADVERT ID 226318

Secretary

An Mhodhscoil

O Connell Avenue Bealach Ui Chonaill Limerick Limerick V94W891
<https://www.modhscoil.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Oct 15 2024 11:45:21
Application Closing Date: Wed Nov 6 2024
Commencement Date: Mon Dec 16 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Multi Denominational
Classification: Gaelscoil
Total No. of Teaching Staff: 34
Current Enrolment: 590
Droichead school: Yes

POST DETAILS

Additional Information:
Full-Time School Secretary

School Name: An Mhodhscoil (The Model Primary School)
Location: O'Connell Avenue, Limerick (V94 W891)
Position: Full-Time School Secretary
Contract Type: Permanent
Working Hours: Monday to Friday, 8.15am - 4pm (3.30pm on Friday)
Application Deadline: Wednesday November 6th
Start Date: December 2024

An Mhodhscoil invites applications for the position of School Secretary. This is a full-time, permanent position.

About Us:

An Mhodhscoil (Model Primary School) is a vibrant and welcoming primary school located on O'Connell Avenue in Limerick City. We are committed to providing a high-quality education through the medium of Irish, in a nurturing and inclusive environment. We are currently seeking a dedicated and highly organised School Secretary to join our team.

Job Description:

The School Secretary will play a pivotal role in the day-to-day running of the school's administrative operations. This is a full-time position, providing key support to the Principal, staff, students, and parents. The candidate will maintain a professional and welcoming front office while ensuring the smooth running of all administrative tasks.

Key Responsibilities:

- Acting as the first point of contact for visitors, parents, and students, and handling all enquiries efficiently.
- Managing phone calls, emails, and correspondence on behalf of the school.
- Maintaining accurate and up-to-date student records, including attendance, enrolment, and admissions.
- Assisting with financial administration tasks such as invoicing and school accounts on Microsoft Excel and online banking.
- Maintaining records of leave, CPD and contracts.
- Providing administrative support to the Principal and teaching staff.
- Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS and POD.
- Supporting the communication of key information to parents and staff through Aladdin, newsletters, social media, and other platforms.
- Ensuring the confidentiality and security of student and staff information in compliance with GDPR.
- Making arrangements for school trips, events etc.
- Carrying out other duties assigned by the Principal and related to the post of school Secretary.

Essential Criteria:

- Proven experience in an administrative or secretarial role.
- Strong interpersonal and communication skills.
- Ability to work both independently and as part of a team.
- Team oriented and collaborative.
- Flexibility in the demands of the job.
- Strong IT skills, with proficiency in Microsoft Office (Word & Excel)
- Excellent organisational and time management skills, with the ability to multitask and prioritise in a busy environment.
- Competency in maintaining financial accounts including wages, budgets and procurement using Excel and online banking.
- A commitment to maintaining confidentiality and discretion.
- A high level of accuracy and attention to detail.
- Positive outlook and willing to contribute to the overall school development.

Desirable Criteria:

- Experience working in a primary school or other educational institution.
- A proactive approach to improving school office processes and systems.
- Grá don Ghaeilge.

Salary and Benefits:

- The Secretary will be paid directly by the Department of Education.
- Subject to the terms of Department of Education Circular 36/2022 and 48/2024.
- Annual leave entitlement in line with school holidays and statutory leave provisions.
- Opportunities for professional development and training.
- This position is subject to a six month probationary period.

How to Apply:

Interested candidates should submit a cover letter and a comprehensive CV outlining relevant experience to the Chairperson of the Board of Management by email to the following email address:

bom@modhscoil.ie

The closing date for receipt of applications is Wednesday 6th November at 5pm. Please ensure to include contact details for at least two referees.

Shortlisted candidates will be invited for an interview.

An Mhodhscoil is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory reference checks and Garda vetting.

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: 19894C
Apply To: O Connell Avenue
Bealach Ui Chonaill
Limerick
Limerick
V94W891
County: Limerick
Enquiries To: bom@modhscoil.ie
Website: <https://www.modhscoil.ie>
Further Information: <https://www.modhscoil.ie>

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