

ADVERT ID 226548

## Secretary

### Skeoughvosteen NS

Skeoughvosteen Via Borris R95 D529  
<https://skeoughvosteen.wixsite.com/skeoughns>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Sun Oct 20 2024 19:21:46  
**Application Closing Date:** Fri Nov 1 2024  
**Commencement Date:** Mon Dec 2 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 5  
**Current Enrolment:** 89  
**Droichead school:** No

#### POST DETAILS

##### Additional Information:

The Board of Management of Skeoughvosteen NS invites applications for the position of Secretary for 15 working hours per week.

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 should have:

- Recognised Qualifications
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred 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 but not essential

The following information should be read carefully:

- 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.

- This position is subject to a probationary period.
- Handover and induction training will be facilitated as best we can.

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

[jobapplicationskeoughns@gmail.com](mailto:jobapplicationskeoughns@gmail.com)

Please write "Secretary Application" in the subject line.

The closing date for the receipt of applications is the 1st November @ 12 pm.

#### 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:** 16140F  
**Apply To:** The Chairperson  
Skeoughvosteen NS  
Via Borris  
R95 D529  
**County:** Kilkenny  
**Enquiries To:** [skeoughvosteenps@gmail.com](mailto:skeoughvosteenps@gmail.com)  
**Website:** <https://skeoughvosteen.wixsite.com/skeoughns>

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