

ADVERT ID 227579

Secretary

Scoil Bhríde

Ticknevin Carbury W91 P868
<https://www.ticknevinns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sun Nov 17 2024 23:42:13
Application Closing Date: Thu Nov 28 2024
Commencement Date: Fri Dec 13 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 5
Current Enrolment: 61
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:

St. Brigid's National School invites applications for the position of School Secretary.

This is a part-time position - 9hours a week over three days.

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.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA and Child Protection Training.

This position is subject to a 6 month probationary period.

The successful candidate will have experience in office management and administration.

A School Secretary will be 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.

Responsibilities include but are not limited to:

- General secretarial duties consistent with the role of School Secretary such as
- Carrying out administrative duties assigned by the Principal.
- Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- Organising, maintaining and updating school databases and filing systems such as Aladdin, Online Claims System (OLCS), Pupil Online Database (POD) and Financial Support Services Unit (FSSU).
- Competency in maintaining financial accounts, budgets, cash, online banking systems,

procurement and monthly financial reports.

- Managing school correspondence with professionalism and confidentiality.
- Maintenance of the school and office supplies and operating all office machines (photocopier, laminator etc.).
- Maintenance and filing of all documentation.
- Liaising with representative of service providers, suppliers and visitors.
- Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
- Coordination of internal communication (post, telephone messages, email etc.).

Skills or Knowledge Required:

- Excellent interpersonal and organisational skills.
- Excellent oral and written communication abilities.
- Excellent typing/ I.T. skills and attention to detail.
- Willingness to upskill where necessary.
- Commitment to uphold the ethos of the school.
- Previous experience in a school setting desirable.
- The above description is not exhaustive.
- Please apply for the position by email and include a CV and a letter of application, including the names, roles and contact details of two references.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17931S
Apply To: stbrigidsapplications24@ticknevinns.ie
County: Kildare
Enquiries To: office@ticknevinns.ie
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