

ADVERT ID 227874

Secretary

Scoil Treasa Naofa

Drumcarbit Malin F93KP89

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Nov 25 2024 15:09:56
Application Closing Date:	Mon Dec 9 2024
Commencement Date:	Mon Jan 6 2025
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	10
Current Enrolment:	120
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 Treasa Naofa invites applications for the position of school secretary.

This job is currently for 18 hours per week (Monday, Wednesday and Friday). These hours may be subject to change in the future.

The ideal candidate should have:

Secretarial experience in a busy office environment and/or secretarial experience working in a child centred environment.

A familiarity of working with online school databases (e.g. Aladdin, POD & OLCS systems)

Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.

Excellent interpersonal skills, including oral and written communication skills.

Competency in maintaining financial accounts, including wages, online payment systems, procurement and monthly financial reports.

A high level of proficiency in ICT and n the use of Google Drive and other online applications.

Office administration skills including photocopying, laminating, binding etc.

Knowledge of GDPR & Data Protection requirements.

The ability to assist the Principal with the daily administration tasks and meeting requirements and scheduling events etc.

Experience in the maintenance of office equipment and supplies and of liaising successfully with

representatives of service providers, suppliers, school users and visitors.
Confidentiality and professionalism are absolutely essential.

Shortlisting will be applied and those who are shortlisted will be called for an interview.
Clearly state Secretary application on the envelope.
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection. The position is subject to a 12 month probation period.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17721H
Apply To: Acting Chairperson - John Diver
Scoil Treasa Naofa
Drumcarbit
Malin
F93KP89
County: Donegal
Enquiries To: treasanaofamalin@gmail.com

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