

ADVERT ID 229073

Secretary / Administrator

Presentation Secondary School

Church Road Mitchelstown P67 RC65
<https://www.presmitchelstown.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Jan 13 2025 16:55:30
Application Closing Date: Tue Jan 28 2025
Commencement Date: Mon Feb 24 2025
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Presentation Secondary School invites applications for the position of School Secretary.
 This role is 37 hours per week

Position Overview:

The School Secretary is an integral part of the school community, working closely with the school principal and ensuring the efficient day-to-day running of the school office. The role involves managing communication, records, and office systems, while maintaining confidentiality and professionalism at all times. The secretary serves as a key point of contact for parents, students, staff, and external agencies, assisting with the overall administration of the school.

Key Responsibilities:

1. Administrative support

Provide administrative and secretarial assistance to the Senior Management as required.
 organise meetings, appointments, and events for school management
 Maintain accurate records, including student attendance, personal details, and other school related documentation.
 Prepare, format, and distribute correspondence, reports and other documents as needed
 Handle general office tasks such as filing, photocopying, and managing office supplies

2. Financial administration

Desirable (but not essential) to have knowledge and experience in Sage Accounting system, PPOD and Esinet.
 Complete financial tasks such as maintaining records of payments, managing school fees, liaising with accounts for invoicing and completing financial reports.

Qualifications and Requirements:

The successful candidate should have:

Leaving certificate (or equivalent) qualification
Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
Strong organisational, multitasking, and time management skills
Excellent communication skills (both verbal and written)
Ability to work effectively as part of a team
Previous administrative experience in a school or similar setting is an advantage
Knowledge of data protection regulations (GDPR) and the ability to maintain confidentiality
A commitment to uphold the ethos of Presentation Secondary School

Terms and Conditions

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

Contract type: Permanent

Working hours: 37hours per week, over five days, with occasional flexibility required during school events

Application Process

Interested candidates should submit their CV, along with a cover letter outlining their qualifications and experience include the provision of referee contact details by email to recruitment@presmitchelstown.ie. Shortlisting will apply.

The appointment is subject to sanction by the Department of Education, satisfactory Garda Vetting and Medmark approval. The successful candidate will also be required to undertake TUSLA Child Protection. This position is subject to a probationary period. Handover and induction training will be facilitated.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 62421A
Apply To: The Chairperson
Board of Management
Church Road
Mitchelstown
Co Cork
P67 RC65
County: Cork
Enquiries To: office@presmitchelstown.ie
Website: <https://www.presmitchelstown.ie>
Further Information: <https://www.presmitchelstown.ie>