

ADVERT ID 229132

Secretary

Delgany National School

Delgany Greystones A63A657
<https://www.delganyns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Jan 15 2025 10:16:48
Application Closing Date: Wed Jan 29 2025
Commencement Date: Thu Feb 27 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 13
Current Enrolment: 208
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Delgany N.S. is seeking a part-time secretary. This is a part-time position for two days a week, Thursday and Friday 8:30am - 2:30pm.

The position will be subject to the terms of Circular 78/2024 and 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.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The 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.

The successful candidate will have/be:

- Excellent interpersonal and communication skills
- Proficiency in ICT including word processing, spreadsheets, email etc.
- ability to work on their own initiative and as part of a team
- reliability, trustworthiness and strict adherence to confidentiality
- flexibility, being adaptable to the needs of the school
- proactive in identifying improvements to ensure smooth systems and procedures
- a positive outlook
- a willingness to engage in Continuous Professional Development

Essential Skills & Experience:

- Administrative and secretarial skills
- Proficiency in ICT and office applications.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- Knowledge of GDPR & Data Protection requirements.
- Liaising with parents, staff, pupils, service providers, school suppliers, Parents' Association and visitors.
- To be aware of and comply with school policies and procedures, particularly regarding child safeguarding, health and safety, confidentiality and data protection and reporting any concerns.
- Knowledge in operating and maintaining a school online banking and payment system.
- Previous secretarial experience desirable
- Financial administration experience desirable

It would be desirable for the candidate to have knowledge and experience in using some or all of the following; Aladdin, POD, OLCS, SAGE, FSSU accounting templates, Microsoft Office & Teams, Medmark, TUSLA returns and other school applications.

Key Duties & Responsibilities:

- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Maintaining school and office supplies and operating all office machines- photocopier/laminator/book covering devices etc.
- Attend meetings and events as required.
- Assisting the Principal in the administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- Assisting with general school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Other duties as allocated by the principal.

Applications may be submitted by email.

Email applications must be sent to jobs2025@delganyns.ie

Applications must be submitted by 5pm on the closing date, Wednesday 29th January.

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: 136790
Apply To: jobs2025@delganyns.ie
County: Wicklow
Enquiries To: jobs2025@delganyns.ie
Website: <https://www.delganyns.ie>