

ADVERT ID 229247

## Secretary

### Monasterevan Convent N.S.

Drogheda Street Monasterevin W34 P308  
<https://www.sen.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon Jan 20 2025 15:13:35  
**Application Closing Date:** Sat Feb 1 2025  
**Commencement Date:** Mon Feb 24 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Girls with Infant Boys  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 20  
**Current Enrolment:** 385  
**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:

Please note that

A. Applications should be submitted by email to [senisrecruiting@gmail.com](mailto:senisrecruiting@gmail.com) and by no other means

AND

B. It is planned to hold interviews during the week commencing Monday, February 10th.

The Board of Management of Monasterevan Convent N.S. (Scoil Eimhín Naofa) invites applications for the position of school secretary. This is a full-time, permanent position for a minimum of 35 hours per week.

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary. The Department of Education and Skills (DES) may consider work experience completed in other relevant sectors.

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

This position is subject to a six month probationary period.

The school secretary is an integral part of the school community, working closely with the school Principal and Deputy Principal. He/She will manage the office in a welcoming, professional and

discreet manner. This position requires experience in office management and administration. Experience within an educational setting is desirable but not essential.

The successful candidate will have/demonstrate:

- Excellent interpersonal and communication skills, both oral and written.
- Strong organisational skills and excellent attention to detail.
- Reliability, trustworthiness and strict adherence to confidentiality
- Knowledge of GDPR & Data Protection requirements
- Knowledge of the operation and maintenance of a school online banking and payment system
- Flexibility and adaptability to the needs of the school
- Commitment to uphold the Catholic ethos of Monasterevan Convent National School.

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following: Online Claims System (OLCS), Pupil Online Database (POD), Aladdin, School Accounting, FSSU accounting templates, Google Workspace and Microsoft Office.

Key Duties & Responsibilities:

Responsibilities include but are not limited to:

- Working in close co-operation with the Principal, Deputy Principal and school staff
- Carrying out other duties assigned by the Principal and related to the post of school secretary
- Being the first point of contact for all visitors to the school and dealing with parents, pupils, visitors, etc., in a welcoming manner
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- General secretarial and administrative duties consistent with the role of school secretary
- Liaising with representatives of service providers, suppliers and school users and visitors
- Managing school correspondence with professionalism and confidentiality
- Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS, POD, Revenue and payroll systems
- Maintaining records of school finances including cash collections, bank payments and entering and reconciling payments on school accounting system
- Maintenance and filing of all invoices and documentation
- Maintenance of records of staff leave and supporting substitute cover process
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer and intercom)
- 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.
- Liaising with BOM Chairperson, Treasurer & representatives of our Parents' Council
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Attendance at meetings and events as required.
- Willingness to upskill where necessary

Referees will only be contacted at the final stage of recruitment.

## APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 15769C  
**Apply To:** The Chairperson, Board of Management.  
Only those applications submitted by email to [senisrecruiting@gmail.com](mailto:senisrecruiting@gmail.com) will be considered.  
**County:** Kildare  
**Enquiries To:** [sainteivin@gmail.com](mailto:sainteivin@gmail.com)  
**Website:** <https://www.sen.ie>

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