

ADVERT ID 230000

Secretary

Scoil Naomh Fiachra

Clontubrid Freshford R95TX40
<https://www.clontubrid.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Feb 26 2025 13:02:46
Application Closing Date: Wed Mar 19 2025
Commencement Date: Wed Apr 30 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 4
Current Enrolment: 47
Droichead school: No

POST DETAILS

Additional Information:

Scoil Naomh Fiachra, Clontubrid, Co. Kilkenny is seeking an enthusiastic, hard-working Primary School Secretary.

Part-Time: 5 hours per week.

The position will be subject to the terms of Circular 36/2022 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 pay scale unless the candidate has previous work experience as a School Secretary.

The position is subject to 6 months probationary period and satisfactory Garda Vetting.

The successful candidate will have:

Excellent organisational, interpersonal, oral and written communication skills.
Administrative skills to support the management of school finances, correspondence and communications.

Proficiency in Microsoft Office.

Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff.

A high level of Confidentiality and Discretion is expected.

Key Duties and Responsibilities include but are not limited to the following:

Act as the first point of contact for visitors to the school.
Managing school communications: phone, email, school website, Department of Education Databases, preparation of school accounts/payroll and tax returns, The Online Claims System (OLCS) and Primary Online Database, postage, banking etc.
Updating , managing and storing school records in compliance with GDPR.
General school administration and office management.
Assisting with the organisation of school events and activities.

Applications should be submitted by post only before 3pm on Wednesday 19th March 2025.
Envelopes should be clearly marked, 'School Secretary Application'

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 16865D
Apply To: Chairperson of Board of Management
Scoil Naomh Fiachra
Clontubrid
Freshford
Co. Kilkenny
R95TX40
County: Kilkenny
Enquiries To: clontubridns@gmail.com
Website: <https://www.clontubrid.ie>

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