

ADVERT ID 230202

Secretary

Scoil Treasa Naofa

Drumcarbit Malin F93KP89

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Mar 6 2025 10:00:17
Application Closing Date:	Thu Mar 20 2025
Commencement Date:	Mon Apr 7 2025
Status of Post:	Permanent
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:

This is a shared post between two schools between Scoil Treasa Naofa and Glentogher National School. The Board of Management of Scoil Treasa Naofa and The Board of Management of Glentogher National School invites applications for the position of school secretary.

This job is currently for 28.5 hours per week. 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 training. The position is subject to a 12 month probation period.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17721H
Apply To: Rev Fr. Peter Devlin
Parochial House
Malin
Co. Donegal
F93 W897
County: Donegal
Enquiries To: treasanaofamalin@gmail.com

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