

ADVERT ID 230252

Secretary

St Patricks NS

Ardcath Garristown A42WR12
<https://www.ardcathns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Mar 7 2025 21:44:46
Application Closing Date: Fri Mar 21 2025
Commencement Date: Tue Apr 1 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 9
Current Enrolment: 137
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:

The Board of Management of St. Patrick's National School is seeking a part-time Secretary to work in the reception office of our welcoming and busy school. St. Patrick's National School is a rural, co-educational primary school under the patronage of the Roman Catholic Bishop of Meath. Applications are welcomed from secretaries/administrators who are professional, committed and enthusiastic and possess a positive attitude. This key role at the heart of our school demands a high level of professionalism, flexibility and initiative in working alongside the Principal, Deputy Principal and school staff to ensure the smooth running of the school. This is a part-time, permanent position for 30 hours per week. This position is for 52 weeks of the year and holidays must be taken during school closures. The position is subject to a 6-month probationary period. This position will be subject to the terms of circulars 0036/2022, 007/2024 and 0078/2024.

The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The Department of Education may consider work experience held in other relevant settings.

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

Essential Personal Qualities:

- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative and also to work as part of a team.
- Ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality.

- Flexible and adaptable to the needs of the school and open to new skills/ challenges.
- Proactive in identifying improvements to ensure smooth systems and procedures.
- Positive outlook and willingness to contribute to overall school development.

Essential Skills & Experience:

- Administrative skills and general office experience.
- Proficiency in email, Microsoft applications and excellent typing skills.
- Experience operating in a busy reception/front office environment.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Knowledge of GDPR & Data Protection requirements (desirable).
- Familiarity with school systems (e.g Aladdin) and with the management of school finances, on-line payment systems (desirable).

Key Duties & Responsibilities:

- Acting as the first point of contact for visitors in a friendly and competent manner.
- Managing school correspondence and communication by post, email and telephone.
- Maintaining financial records and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.

Online Claims System (OLCS), Pupil Online Database (POD), school website and Aladdin.

- 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 or Deputy Principal.

Booking venues, buses etc. and making necessary arrangements for school trips etc.

Coordination of internal communication (post, telephone messages, email etc.).

To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.

Key Duties & Responsibilities include and are not limited to :

- 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.

Please include the following:

1. Letter of Application detailing your suitability for the job
2. CV including up-to-date referees with contact details.

Only those shortlisted for interview will be contacted and should reply by email only to accept or decline the interview. The email will outline the criteria for interview.

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17629T
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