

ADVERT ID 230514

Secretary

St Annes NS

St Anne's National School Ardclough W23 H330
<https://www.stannesardclough.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Mar 14 2025 10:53:20
Application Closing Date: Fri Mar 28 2025
Commencement Date: Mon Apr 28 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
Total No. of Teaching Staff: 21
Current Enrolment: 351
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. Anne's National School is seeking a full-time Secretary to work in our welcoming and inclusive school. St. Anne's National School is a rural, co-educational primary school in the Diocese of Kildare and Leighlin.

This is a full-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:

- Demonstrate an ability to work on own initiative and also to work as part of a team.
- Excellent interpersonal skills and demonstrate an ability to work with all members of the school community.
- Demonstrate an 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 working in a busy office environment.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Familiarity with school systems (e.g Aladdin) and with the management of school finances, book-keeping and on-line payment systems.
- Knowledge of GDPR & Data Protection requirements.

Key Duties & Responsibilities:

- Acting as the first point of contact for visitors to our school, in a friendly and competent manner.
- Managing school correspondence and communication (post, email and telephone etc.) including liaising with parents, staff, pupils, service providers, school suppliers, Parent Support Group and visitors.
- 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.
- Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection and reporting any concerns to the relevant person.

Please include the following:

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

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	17674B
Apply To:	recruitment@stannesardclough.ie
County:	Kildare
Enquiries To:	office@stannesardclough.ie
Website:	https://www.stannesardclough.ie

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