

ADVERT ID 232624

Secretary

Dunsany NS

Dunsany N.S. Dunsany Co. Meath Dunsany C15 P304
<https://www.dunsanyns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Apr 16 2025 16:07:51
Application Closing Date: Wed Apr 30 2025
Commencement Date: Mon May 19 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: 5
Current Enrolment: 96
Droichead school: Yes

POST DETAILS

Additional Information:

This is a permanent part-time position of 18 hours per week for 42 weeks of the year. The position is subject to a 6 month probationary period. The entry level for this role is the first point on the pay scale unless the candidate has previously worked as school secretary. The appointment will be subject to Garda Vetting.

Responsibilities include, but are not limited to:

- ~General secretarial duties consistent with the role of secretary (office management, procurement, liaising with providers and suppliers and organisation of school events {booking buses, tours, open days, dealing with other schools in relation to sports, etc...}, etc...)
- ~Carrying out administrative duties assigned by principal, deputy principal and teaching staff and working in close co-operation with the principal and staff in a polite, professional manner
- ~Maintaining financial records, collecting annual subscriptions, liaising with Board Treasurer, handling on-line payments and on-line banking
- ~Dealing with parents, staff, pupils and visitors in a courteous and appropriate manner
- ~Appropriate coordination of all correspondence (post, email, telephone, etc...) in a confidential, professional manner
- ~Maintenance and filing of all documentation in an appropriate manner
- ~Overseeing the maintenance and supply of office equipment and supplies

Skills/Knowledge desirable:

- ~Capacity to plan and work efficiently and independently on own initiative
- ~Capacity to work effectively as part of a small team
- ~Excellent organisational skills, interpersonal and communication skills
- ~Book-keeping skills including recording school income and expenditure, payment of wages to ancillary staff, budget keeping, making online payments, etc...
- ~An understanding of the principles of GDPR

~Good record keeping
~A high level of proficiency in IT and in the use of Microsoft Office and Excel. (Experience of Google Education would be an advantage)
~Familiarity with online school databases such as Aladdin, POD and OLCS Esinet systems would be an advantage, but not an impediment to employment
~Commitment to confidentiality and school ethos
~Willingness to upskill where necessary
~Positive outlook and willingness to contribute to the school community as part of our team

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: 16790V
Apply To: The Chairperson, B.o.M.,
(Secretarial Post)
Dunsany N.S.,
Dunsany,
Co. Meath.

C15 P304
County: Meath
Enquiries To: dunsanyns@gmail.com (mark enquiries: Secretarial Post)
Website: <https://www.dunsanyns.ie>

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