

#### **ID FÃ?GRA 234133**

# RúnaÃ

### St Joseph's Primary

Murgasty Road Tipperary Town E34Y161 https://stjosephstipp.edublogs.org

## PRÕOMHSHONRAÕ

**Stádas:** DÃghnÃomhaithe

Leibhéal: Bunscoil

Dáta Postáilte:Máirt Beal 13 2025Spriocdháta le haghaidh larratas:Luan Beal 26 2025Dáta Tosaithe:Máirt IÃ⁰il 1 2025

Stádas an Phoist:BuanLÃon na bhFolúntas:1

#### SONRAÕ SCOILE

CineáI Scoile: PrÃomhshruth le Ranganna Speisialta

Struchtúr na Scoile:IngearachInscne:CailÃnÃPátrúnacht na Scoile:CaitliceachRangú:DEIS 1

LÃon IomIán na mBall
Foirne Múinteoireachta:

Rolla Reatha:

Scoil Droichead:

17

188

Tá

#### SONRAÕ AN PHOIST

# **Eolas Breise:**

The Board of Management of St. Josephâ??s Primary School invites applications for the position of school secretary. This is a full-time, permanent position working 30 hours per week.

Applications should be made to the Chairperson of the Board of Management by post ONLY to:

The Chairperson of the BOM St. Josephâ??s Primary School Murgasty Road Tipperary Town Co. Tipperary E34Y161

Please clearly state a??SECRETARY APPLICATIONa?• on the envelope.

The position will be subject to the terms of Circular 0036/2022 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 salary scale unless the candidate has previous work experience as a school secretary. The Department of Education and Skills (DES) may consider work experience completed in other relevant sectors.

The school secretary is an integral part of the school community, working closely with the school Principal. He/She will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is desirable but not essential.

The successful candidate will have/demonstrate:

- â?¢ Excellent interpersonal and communication skills, both oral and written.
- â?¢ Strong organisational skills and excellent attention to detail.
- â?¢ Reliability, trustworthiness and strict adherence to confidentiality
- â?¢ Knowledge of GDPR & Data Protection Requirements
- â?¢ Flexibility and adaptability to the needs of the school
- â?¢ Commitment to uphold the Catholic ethos of the school
- â?¢ Ability to work efficiently on own initiative

It would be highly desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following: Online Claims System (OLCS), Pupil Online Database (POD), Aladdin, School Accounting, FSSU accounting templates, Microsoft Office

Key Duties & Responsibilities:

Responsibilities include but are not limited to:

â?¢ Working in close co-operation with the Principal and School Staff

â?¢ Carrying out other duties assigned by the Principal and related to the post of school secretary

â?¢ Being the first point of contact for all visitors to the school and dealing with parents, pupils, visitors etc., in a welcoming manner.

â?¢ Communicating with parents, staff, pupils and visitors in person, by the phone and by email in a courteous and professional manner

â?¢ General secretarial and administrative duties consistent with the role of school secretary

â?¢ Liaising with representatives of service providers, suppliers and school users and visitors

â?¢ Managing school correspondence with professionalism and confidentiality

â?¢ Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS, POD, Revenue and payroll systems

â?¢ Maintaining records of school finances including cash collections, bank payments, and entering and reconciling payments on school accounting system

â?¢ Maintenance and filing of all invoices and documentation

â?¢ Maintenance of records of staff leave and supporting substitute cover process

â?¢ Maintenance of the school and office supplies and operating all office machines (photocopier, printer, intercom)

â?¢ Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used

â?¢ Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments

â?¢ Liaising with the BOM Chairperson, Treasurer & representatives of our Parentâ??s Council â?¢ Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements

â?¢ Attendance at meetings and events as required

â?¢ Willingness and eagerness to upskill where necessary

The above job description is not exhaustive. Shortlisting will apply, and those shortlisted will be called for an interview. This position is subject to a 12-month probationary period. Induction training will be facilitated.

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

A minimum of two referees a?? one character and one workplace referee are required and will only be contacted at the final stage of recruitment.

### RIACHTANAIS IARRATAIS

- TÃ<sub>i</sub> sé riachtanach go mbeadh Dearbhú Reachtúil bailà ag an duine a cheapfar agus go gcomhlánódh siad an Fhoirm Ghealltanais.
- Litir Iarratais
- Réiteoirà (ainm, ról, uimhir theagmhála.)
- Cóip de Theastais, DioplómaÃ, Céimeanna
- CV (CeanglÃ3ir Neamhcheangailte/SleamhnÃin)

Is féidir iarratais a chur isteach trÃ

Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

Uimhir Rolla: 09432E

Cuir Iarratas Chuig: St. Joseph's Primary School

Murgasty Road Tipperary Town E34Y161

Contae: Tiobraid Õrann

Ceisteanna Chuig: <u>stjosephsnstipp@gmail.com</u>
SuÃomh Gréasáin: <u>https://stjosephstipp.edublogs.org</u>

Is ag IPPN atá an cóipcheart i dtaca leis an fhaisnéis san fhógra seo agus déanann IPPN à a cheadúnú le haghaidh úsáide ag cuardaitheoirà post amháin. Nà féidir an fhaisnéis atá ann a Ãoslódáil, a chóipeáil ná a úsáid chun crÃocha ar bith eile, lena n-áirÃtear a macasamhlÃ⁰ ar shuÃomhanna gréasáin earcaÃochta agus fógraÃochta eile, gan cead sainráite i scrÁbhinn a fháil roimh ré ó IPPN.