

ADVERT ID 234993

Secretary

Ennis ETNS

Gort Road Ennis
<https://www.eetns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed May 21 2025 15:22:39
Application Closing Date: Fri Jun 6 2025
Commencement Date: Tue Jun 24 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Classification: DEIS 1
Total No. of Teaching Staff: 19
Current Enrolment: 151
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Ennis Educate Together NS invite applications for the position of school secretary. This is a part-time, permanent position. The agreed general working pattern for the position will be Tuesdays and Fridays from 9.00am to 2.15pm. This arrangement is subject to change, based on the discretion of management and the schools' requirements.

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 should demonstrate:

Essential Skills and Experience:

- The candidate should be hardworking, reliable, flexible, enthusiastic and professional.
- Ability to work closely with direct manager and leadership group
- Ability to work on own initiative
- Willingness to acquire new skills and upskill where necessary
- Being the first point of contact for all visitors to the school and dealing with parents, pupils, visitors etc in a welcoming manner.
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a

courteous and professional manner

- Excellent interpersonal skills, including oral and written communication skills
- Demonstrated ability to work as part of a busy and dynamic team
- Excellent office, record keeping organisational and administrative skills
- Reliability, trustworthiness and strict adherence to confidentiality
- Proficiency in email, Google and Microsoft applications to include excel and typing skills
- Familiarity of book-keeping and payments to manage school finances
- The above list is non-exhaustive.

Desirable Personal Qualities:

- Positive outlook and willingness to contribute to overall school development
- Demonstrate an ability to multi-task, prioritise, work under pressure and achieve deadlines.
- Flexible and adaptable to the needs of the school and open to new skills/challenges
- Experience of working in a busy office environment
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.

Responsibilities include but not limited to:

- Carrying out administrative duties assigned by the Principal.
- Working closely with the Principal, staff and parents in a professional manner
- General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school events e.g. booking venues/buses, liaising with providers and suppliers
- Maintaining records of school finances including cash collections, bank payments, and entering and reconciling payments on school accounting system
- Maintenance and filing of all invoices and documentation
- Maintenance of records of staff leave and supporting substitute cover process
- Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD), FSSU accounting templates, Microsoft Office. Training provided as necessary.
- Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection

Applications are asked to be submitted via email only to eenposts2025@gmail.com. A minimum of two referees are required and will only be contacted at the final stage of recruitment. Closing date for applications will be 4pm on 6th June 2025. Late applications will not be considered for short listing. The subject line should read 'Secretary application'

The appointment is subject to Garda vetting and the successful candidate is required to undertake Tusla Child Protection training. Final appointment is subject to 4 months' probation and sanction by the Department of Education. Shortlisting will apply.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20086B
Apply To: Ennis ETNS,
Gort Road,
Ennis,
Co.Clare
County: Clare
Enquiries To: eenposts2025@gmail.com
Website: <https://www.eetns.ie>

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