

ADVERT ID 235155

Secretary

Scoil Chlann Naofa

Convent Road Ballinamore

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu May 22 2025 18:43:41
Application Closing Date:	Thu Jun 5 2025
Commencement Date:	Tue Aug 26 2025
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	13
Current Enrolment:	212

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:

This is a maternity leave contract. The total hours per week for this position is 27.5 hours. This position is expected to last the majority of the academic school year. Successful applicant must be available for training prior to starting.

The school secretary is an integral part of the school community, working closely with the school Principal and the staff of our school. 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 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.
- 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 environment.

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, Google 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 job.applications@scoilchlannnaofa.com . Closing date for applications will be 4pm on 5th 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.

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: 20483L
Apply To: job.applications@scoilchlannnaofa.com
County: Leitrim
Enquiries To: info@scoilchlannnaofa.com

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