

ADVERT ID 236085

Secretary

Tinryland NS

Tinryland Carlow R93TR98
<https://www.tinrylandns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jun 3 2025
Application Closing Date: Fri Jun 20 2025
Commencement Date: Tue Aug 19 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: 14
Current Enrolment: 222
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 Tinryland NS invites applications for the position of school secretary. This is a full-time, permanent position working for 28 hours per week, Monday- Friday.

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 :

- Excellent interpersonal and communication skills, both oral and written.
- Strong organisational skills and excellent attention to detail.
- Excellent IT skills.
- An ability to maintain records of school finances including cash collections, bank payments, and entering and reconciling payments on school system.
- Reliability, trustworthiness and strict adherence to confidentiality.
- Maintenance of records of staff leave and supporting substitute cover process.

- Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection.
- Flexibility and adaptability to the needs of the school.
- Ability to work 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 and FSSU accounting templates . Shortlisting will apply and those shortlisted will be called for an interview . This position is subject to a 12- month probationary period.
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Safeguarding 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: 16938E
Apply To: tinrylandnsposts@gmail.com
 ****Please type SECRETARY In the subject line ****
County: Carlow
Enquiries To: tinrylandns1@gmail.com
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