

ADVERT ID 237123

Secretary

Scoil Uí Riada

Scoil Uí Riada The Bawnogue Kilcock W23 KNW8
<https://www.scoiluiriada.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Jun 6 2025
Application Closing Date: Fri Jun 20 2025
Commencement Date: Mon Jun 30 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: Gaelscoil
Total No. of Teaching Staff: 30
Current Enrolment: 487
Droichead school: Yes
Gaelscoil

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:

Is bunscoil mhór í Scoil Uí Riada, faoi phátrúnacht dheoise Chill Dara agus Leighlin. Tá SUR (Gaelscoil mhór, chuimsitheach agus dea-fheistithe) ag lorg rúnaí díograiseach, tiomanta agus fuinniúil chun a bheith páirteach lenár bhfoireann.

Is mian le Bord Bainistíochta na scoile fáilte a chur roimh iarratais don phost seo mar rúnaí. Beidh sárscileanna cumarsáide, ceannaireachta, teanga agus teicneolaíochta ag an té a cheapfar.

Cuirfear fáilte roimh iarrathóirí líofa le h-ard chaighdeán Gaeilge scríofa agus labhartha cur isteach ar an bpost seo.

The Board of Management of Scoil Uí Riada invites applications for the full time position of School Secretary in our vibrant and welcoming school.

Role Overview

The School Secretary is an integral part of the school community, working closely with the school principal. The role requires managing the office in a welcoming, professional, and efficient manner.

Essential Qualities and Experience:

Discreet and trustworthy

Experience in office management and administration

Experience within an educational setting is desirable but not essential

Key Responsibilities (Please note, this is not an exhaustive list):

Serve as a warm and welcoming presence at the front office

Work closely with and support the Principal

Exhibit a positive attitude towards learning and growth

Demonstrate the ability to work on own initiative

Maintain a calm and professional demeanor when dealing with parents, children, and staff

Communicate fluently as Gaeilge/English, both orally and in writing, with the wider school community

Be highly organised with great attention to detail

Proficient in Google Apps (e.g., Google Drive, Google Docs)

Proficient in Microsoft Office, including Excel

Familiarity with basic accounting and financial management, or an aptitude for learning about these skills (liaising with 'School Accounting')

Flexible and adaptable to the needs of the school

Experience in maintaining office equipment and liaising with service providers and suppliers

Carry out administrative duties assigned by the Principal

Assist in organising school events (e.g. booking venues/buses, liaising with providers and suppliers)

Maintain records of staff leave and support the substitute cover process

Organise and maintain school database systems such as Aladdin, Online Claims System (OLCS), and Pupil Online Data (POD). Training will be provided as necessary.

Ensure awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, and GDPR/Data Protection

Further Information:

Applications must be submitted via email only, to elaine@scoiluiriada.ie

Final appointment is subject to a 6-month probation period and sanction by the Department of Education

An internal panel of suitable applicants may be established to fill vacancies arising within 6 months of the appointment.

The position will be subject to the terms of:

Circular 0036/2022: Revision of Salaries and Annual Leave Arrangements for School Secretaries

Circular 007/2024: Leave Entitlements for School Secretaries

Circular 0078/2024: Revision of Salaries for School Secretaries Previously Grant Funded

The successful applicant must be available for training prior to starting.

APPLICATION REQUIREMENTS

Letter of Application

Referees (name, role, contact no.)

CV (Digital)

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 198971
Apply To: An Príomhoide/ An Cathaoirleach
Scoil Uí Riada
The Bawnogue
Kilcock
W23 KNW8
County: Kildare
Enquiries To: elaine@scoiluiriada.ie
Website: <https://www.scoiluiriada.ie>
Further Information: <https://www.scoiluiriada.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.