

ADVERT ID 237915

Secretary

St Joseph's NS

Halverstown Kilcullen R56 W950
<https://www.halverstownschool.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jun 10 2025
Application Closing Date: Fri Jun 20 2025
Commencement Date: Mon Aug 25 2025
Status of Post: Part-Time
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: 8
Current Enrolment: 49
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 School Secretary is an integral member of St Joseph's NS school community.
- * The successful candidate will join a vibrant school team which includes 7 teachers, 8 SNAs, school caretaker, school cleaner, deputy principal, principal and 4 bus escorts.
- * This is a part time position of 12 hours per week, subject to the terms of Circular 36/2022.
- * Administration experience is a requirement for application (not necessarily in a school environment).

Skills/Knowledge

- * A high level of confidentiality, professionalism and discretion at all times.
- * Excellent interpersonal and communication skills (both oral and written).
- * Excellent organisational skills
- * IT skills - MS Office, Typing, Email
- * Familiarity with/willingness to become familiar with the FSSU's financial advice for school.
- * Ability to use own initiative, to work independently and as part of a team.
- * Ability to relate well to all members of the school community - children, staff and parents.
- * Positive outlook and willingness to contribute to the overall school development.
- * Flexibility and adaptability to meet the needs of the school.

Duties and Responsibilities

Duties will be determined following appointment and may include (and are not limited to) the following:

- * Engaging with parents, staff, pupils, visitors and substitutes in person and by phone-email in a

courteous and professional manner.

* Maintaining stocks of office stationery and school supplies and place school orders, as required.

* Organising, maintaining and updating school data management and filing systems. These may include Aladdin, the Online Claims System (OLCS) and Pupil Online Database (P@OD).

* Assisting with managing and maintaining money collections and financial records.

* Managing and maintaining school correspondence with professionalism and confidentiality.

* Liaising with representatives of service providers, suppliers and visitors.

* Booking courses, venues and transport and making necessary arrangements for school trips etc.

Complying with school policies and procedures particularly in relation to Child Safeguarding, Health and Safety and GDPR/Data Protection.

* Carrying out secretarial and administrative duties assigned by the Principal and Deputy Principal.

Only candidates shortlisted for interview will receive further email communication.

To apply, please email a current CV and letter of application to halverstownschool@gmail.com before 3pm on 20/6/2025. Interviews will take place during the week of 23-27 of June.

Appointment

* The appointment is subject to satisfactory Garda Vetting

* The successful candidate will be required to undertake TUSLA child protection training.

* The probationary period for this post is the first year.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18378C

Apply To: Halverstown
Kilcullen
R56 W950

County: Kildare

Enquiries To: halverstownschool@gmail.com

Website: <https://www.halverstownschool.ie>

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