

ADVERT ID 239229

Secretary

Camcloon NS

S.N Chamchluain Ballydangan Athlone N37 YN56
<https://gmail.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Jun 18 2025
Application Closing Date: Wed Jul 2 2025
Commencement Date: Fri Aug 29 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: 6
Current Enrolment: 56
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:

This is a permanent, part time position for 15 hours per week - 5 days per week (3 hours per day)

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA Child Protection Training and Medmark Occupational Health Screening.

The School Secretary will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities may include but are not limited to:

- General secretarial duties consistent with the role of School Secretary including administrative duties assigned by the Principal.
- Working in close co-operation with Principal, Deputy Principal and staff
- Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- Organising, maintaining and updating school databases and filing systems such as Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit

(FSSU) and Payroll

- Competency in maintaining financial accounts, budgets, online banking systems, procurement and monthly financial reports
- Managing school correspondence with professionalism and confidentiality
- Maintenance of the school and office supplies and operating all office machines (photocopier, laminator, binder, etc.)
- Maintenance, organisation and filing of all documentation
- Liaising with representatives of service providers, suppliers and visitors
- Assisting with the organisation of school events and activities e.g. booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
- Co-ordination of internal communication (post, telephone messages, email etc.).
- To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person

Skills or Knowledge Required:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances
- Excellent typing/ I.T. skills and attention to detail
- Willingness to upskill where necessary
- Ability to use own initiative, to work independently and as part of a team
- Positive outlook and willingness to contribute to the overall school development

The above description is not exhaustive.

Applications should be forwarded to the Chairperson of the Board of Management by email to recruitment@camcloonns.ie by 3pm on Wednesday, 2nd July 2025.

Please include 'School Secretary Application' in the subject line.

An automated email response will issue once your application has been successfully received.

Applicants being called to interview for this position, will be notified by email, within one week of the closing date for applications.

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: 15980V
Apply To: By email only to recruitment@camcloonns.ie
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County: Roscommon
Enquiries To: recruitment@camcloonns.ie
Website: <https://gmail.com>