

ADVERT ID 240591

Secretary

Jonathan Swift NS

Dunlavin Co. Wicklow Dunlavin W91Y9DY
<https://gmail.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jul 3 2025
Application Closing Date: Fri Jul 18 2025
Commencement Date: Wed Aug 27 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Classification: DEIS Rural
Total No. of Teaching Staff: 2
Current Enrolment: 42
Droichead school: No

POST DETAILS

Additional Information:

The Board of Management of Jonathan Swift NS invites applications for the position of school secretary. This is a part-time position (14 hours) and is subject to the Department of Education Circular 36/2022 "Revision of salaries and Annual Leave Arrangements for School Secretaries". The entry level for this role is on the first point on the pay scale unless the successful candidate has previous experience working as a school secretary.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and other related training as deemed appropriate by the BOM.

This position is subject to a six-month probationary period.

The successful candidate will be an integral part of the school community working closely with the Principal, staff and BOM and will manage the school office in a professional, discreet, confidential and efficient manner.

Essential Skills and Knowledge required-

- * Reliability, trustworthiness and strict adherence to confidentiality in all school matters
- * A clear understanding and adherence to GDPR and Data Protection
- * Excellent interpersonal and communication skills-oral and written

Excellent IT skills

- * Administrative and secretarial skills to include typing and filing
- * Be flexible and adaptable to the needs of the school
- * Experience in a similar role is advantageous

Responsibilities include but are not limited to-

- * General secretarial and administrative duties consistent with the role of school secretary
- * Meticulous management of school databases and filing systems to include Aladdin, OLCS, POD, Payroll etc.

- * Maintaining records of contracts, staff leave and recording of staff substitution
- * Maintaining record of school finances, bank payments and lodgements
- * Assisting the Principal/Accountant/Treasurer of the BOM in maintaining all financial records, FSSU monthly reports and managing payments
- * Liaising with representatives of service providers, suppliers, school users, the Dept of Education, outside agencies and visitors.
- * Carrying out other duties assigned by the Principal/BOM and related to the post of school secretary including new initiatives and future developments of the school and/or Dept of Education.

Names and contact phone number for three professional referees should be included

Applications must be submitted by post only

Please include a current email address, as invitations will issue via e mail.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 14269A

Apply To: Chairperson of the Board of Management
Jonathan swift NS
Dunlavin
Co. Wicklow
Dunlavin
W91Y9DY

County: Wicklow

Enquiries To: jswiftns@gmail.com

Website: <https://gmail.com>

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