

ADVERT ID 240709

Secretary

St Louis GNS

Park Road Monaghan Town H18HK31
<https://www.stlouisgns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Jul 4 2025
Application Closing Date: Fri Jul 25 2025
Commencement Date: Wed Aug 20 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Senior School
Gender: Girls
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 17
Current Enrolment: 220
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:

St. Louis GNS is seeking a professional, enthusiastic, and highly organised School Secretary to provide a high-quality administrative and office service, supporting the effective and efficient running of the school. The School Secretary plays a pivotal role in the daily life of the school. They are central to communication, coordination, and the smooth running of administrative procedures. The ideal candidate will demonstrate initiative, a positive attitude, and a commitment to high standards in all aspects of their work.

This is a full-time position.

Key Responsibilities include, but are not limited to:

- Acting as the first point of contact for visitors and callers to the school.
- Managing school correspondence, including post, phone calls, emails, and Aladdin Connect.
- Organising, maintaining and updating school databases and filing systems including: Aladdin (school database), Online Claims System (OLCS), Primary Online Database (POD) etc
- Maintaining meticulous records and filing of all documentation in line with GDPR regulations.
- Coordinating internal communication (emails, telephone messages, Aladdin notices, etc.)
- Supporting the organisation and administration of school events and activities.
- Liaising with representatives of service providers, suppliers, and school visitors.
- Working closely and collaboratively with the Principal and school staff.
- Maintaining and updating the school website and digital platforms.
- Procuring school resources and managing inventories where necessary.
- Maintaining school finance records and supporting financial processes in accordance with

FSSU (Financial Support Services Unit) guidelines.

- Liaising with the Board of Management Treasurer regarding all accounting matters.
- Processing and maintaining records for Garda Vetting, HR, and school staff files.
- Typing letters and documents with fluency, accuracy, and professionalism.
- Carrying out other administrative duties as assigned by the Principal, consistent with the role of School Secretary.

Skills and Knowledge Required:

- Proven experience in administrative or office management roles.
- Excellent interpersonal, communication, and team-working skills.

High proficiency in:

- Google Workspace (Docs, Sheets, Forms, Drive)
- Microsoft Office (Word, Excel, Outlook)
- Excellent typing skills, attention to detail, and accuracy in written tasks.
- Ability to prioritise, plan, and complete work independently to meet deadlines.
- A flexible and adaptable attitude in response to changing school needs.
- High level of confidentiality, discretion, and professionalism at all times.
- In-depth understanding of GDPR and responsibilities relating to data protection.

Desirable:

- Familiarity with school systems such as Aladdin, OLCS, POD
- Previous experience in a school, educational administration setting or busy office environment.
- Understanding of FSSU reporting and school finance management.

The appointment is subject to the following: Garda vetting, completion of MedMark medical clearance, provision of referee contact details, and the successful candidate will be required to undertake TUSLA child protection training.

Please consult the circular below for rates of pay for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of the government circular 0036/2022.

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/227054/9d2f60db-aa3e-4ab5-b170-c48392a6e04f.pdf#page=null>

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: 00359V
Apply To: stlouisgnsapplicationsbom@gmail.com
County: Monaghan
Enquiries To: stlouisgnsapplicationsbom@gmail.com
Website: <https://www.stlouisgns.ie>