

ADVERT ID 242246

Secretary

Clover Hill NS

Cloverhill Roscommon

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Aug 1 2025
Application Closing Date:	Mon Aug 11 2025
Commencement Date:	Mon Aug 18 2025
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	6
Current Enrolment:	55
Droichead school:	Yes

POST DETAILS

Additional Information:

Cloverhill NS invites applications for the position of school secretary. This is a part-time position for 5 hours initially per week 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 of the pay scale unless the successful candidate has previous experience working as a school secretary.

The 5 hours can be worked as one full day or two half days during the week and there may be some flexibility as to which days.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Children First Training.

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

Candidates should be reliable, flexible and willing to learn on the job.

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

Essential skills and knowledge required:

- Reliability, trustworthiness and strict adherence to confidentiality in all areas of work
- Excellent interpersonal and communication skills (both oral and written)
- Administrative and secretarial skills including good typing skills.
- Excellent organisational skills, ensuring excellence in record-keeping, filing (manually and electronically)

- Excellent ICT skills and attention to detail, including proficiency in Microsoft Office, word processing, Publisher, Excel, PowerPoint, Google Drive/Office 365 and other online applications and email
- Ability to ensure adherence to school procedures and policies
- Ability to prioritise and to multitask
- Ability to work and plan efficiently on their own initiative while working to deadlines
- Ability to work as part of a team
- Be flexible and adaptable to the needs of the school
- Relate well to children
- Positive outlook and willingness to contribute to the overall school development
- Knowledge of operating and maintaining of online banking, accounts packages and payments systems
- Commitment to uphold the Catholic ethos of Cloverhill NS.
- Experience in a busy office environment and/or secretarial experience working in an educational environment is advantageous

Responsibilities include but are not limited to:

- Working in close co-operation with the Principal, Deputy Principal and school staff and BOM.
- General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills and knowledge section
- Being the first point of contact for all visitors to the school and dealing with all visitors in a welcoming manner, while controlling access to the school building
- Communicating with parents, staff, pupils, visitors and BOM of the school in person, by phone, email or otherwise, in a courteous and professional manner
- To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection/GDPR and report any concerns to the appropriate person
- Meticulous organisation, maintenance and updating of school databases and filing systems (manual and electronic)
- Assisting the Principal and staff in managing school correspondence, including communication by post, email, and telephone being used with professionalism and confidentiality.
- Maintenance of office supplies and operation of all office machines/devices
- Ordering and maintaining first aid supplies and bathroom and sanitary supplies for the school
- Maintenance of supplies for staff room
- Acceptance of, and signing off on, all deliveries to the school
- Maintenance and filing (including manual and electronic) of all documentation, including invoices and receipts, in line with GDPR
- Liaising with representatives of service providers, suppliers, school users, the Department of Education, outside agencies and visitors
- Liaising with school transport providers, when required
- Assisting with booking of school events and activities including booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings, interviews, etc.
- Attending meetings, events and training, as requested or required
- Being available to assist when interviews are taking place in the school, outside of school hours
- Carrying out other duties assigned by the Principal and related to the post of school secretary, including new initiatives and future developments of the school and/or Dept. of Education.

The above job description is not exhaustive. A willingness to learn new skills and systems will be required.

Shortlisting will apply, and those shortlisted will be called for an interview during the dates of August 13th to 15th.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 13262E
Apply To: The Chairperson
Cloverhill NS
Roscommon
County: Roscommon
Enquiries To: cloverhilljobapp@gmail.com

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