ADVERT ID 211706

Secretary

Cloghroe NS

Cloghroe Cloghroe T23AH2R
https://www.cloghroens.com

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Apr 25 2024 14:44:25
Application Closing Date:	Fri May 3 2024
Commencement Date:	Tue Jun 4 2024
Status of Post:	Permanent
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:	31
Current Enrolment:	515
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: Cloghroe NS is seeking an enthusiastic, hard-working School Secretary who is competent and experienced in Office Administration. The position is for 20 hours per week over 5 days.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.
The successful candidate will be an integral part of the school community and will be required to carry out their duties in the school office in a welcoming and professional manner at all times.
The successful candidate will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.
This position is subject to a probationary period of 6 months.
This appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA child protection training.

The ideal candidate should have:

• Recognised Qualifications in office administration
• Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment.
• Excellent administrative and organisational skills, ensuring good record-keeping and

adherence to school procedures & policies.
• Excellent interpersonal skills, including oral and written communication skills.
• A high level of proficiency in I.T. and in the use of Microsoft Office and other online applications.
• The ability to assist the Principal with the daily administration tasks, meeting requests and scheduling events etc.
• Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.
• Openness to learning new skills and taking on new challenges.
• Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers etc.
• Respecting the Catholic Ethos of the school at all times.
• Assisting with the organisation of school events and activities
• A high level of Confidentiality, Professionalism and Discretion will be expected from the successful candidate at all times.
Only those who are being called to interview will receive communication and it is intended that the invitations to interview will be issued within 2 weeks from the closing date.

Application by email only.

Canvassing will disqualify

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:	07242M
Apply To:	secretarycloghroens24@gmail.com
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