

ADVERT ID 212267

## Secretary

### Scoil Naomh Mearnog

Strand Road Portmarnock Co. Dublin Portmarnock D13PF29  
<https://www.stmarnocksns.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu May 2 2024 16:20:10  
**Application Closing Date:** Thu May 16 2024  
**Commencement Date:** Wed Aug 28 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 36  
**Current Enrolment:** 628  
**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. Marnock's NS is seeking a FULL-TIME PERMANENT secretary. This position will be subject to the terms and conditions outlined in Circular 36 2022 Revision of Salaries and Annual Leave arrangements for School Secretaries.

The successful candidate 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. This position requires experience in office management and administration. Experience within an educational setting is preferable.

Responsibilities include but are not limited to:  
 General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills/knowledge below:

- \* Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD and payroll
- \* Managing school correspondence with professionalism and confidentiality
- \* Maintenance and filing of all documentation
- \* Maintenance of records of staff leave
- \* Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- \* Liaison with representatives of service providers, suppliers, school users and visitors
- \* Working in close co-operation with the Principal, Deputy Principal and staff
- \* Carrying out other duties assigned by the Principal and related to the post of school secretary
- \* Communicating with parents, staff, pupils and visitors in person, by phone and by email in a

courteous and professional manner.

\* Co-ordination of internal communications (post, telephone messages, email etc.)

\* Maintaining records of school finances

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a probationary period. Induction training will be facilitated.

Applications should be addressed to the Chairperson of the Board of Management and submitted by EMAIL ONLY to [stmarnocksnsapplications@gmail.com](mailto:stmarnocksnsapplications@gmail.com) (which is NOT the school email address)

Those shortlisted for interview will be contacted by email.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 10296G  
**Apply To:** Chairperson of the Board of Management  
Strand Road  
Portmarnock  
Co. Dublin  
Portmarnock  
D13PF29  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [stmarnocksnsapplications@gmail.com](mailto:stmarnocksnsapplications@gmail.com)  
**Website:** <https://www.stmarnocksns.ie>

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