

ADVERT ID 212327

## Secretary

### Scoil Aislinn

Boreenmanna Road N/A

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri May 3 2024 10:24:14  
**Application Closing Date:** Fri May 17 2024  
**Commencement Date:** Mon Sep 2 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Special School  
**School Structure:** Junior School  
**Gender:** Co-Educational  
**School Patronage:** Other  
**Total No. of Teaching Staff:** 7  
**Current Enrolment:** 36  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** The position will be subject to the terms of 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 scale unless the candidate has previous work experience as a School Secretary. The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The School Secretary 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.

Responsibilities include but are not limited to:

- General secretarial duties consistent with the role of School Secretary such as Carrying out administrative duties assigned by the Principal.
- Working in close co-operation with Principal, Deputy Principal and staff.
- Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- Organising, maintaining and updating school databases and filing systems such as Compass, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll(SAGE).
- Competency in maintaining financial accounts, budgets, online banking systems, procurement and monthly financial reports.
- Managing school correspondence with professionalism and confidentiality.
- Maintenance of the school and office supplies and operating all office machines (photocopier, laminator etc.).
- Maintenance and filing of all documentation.
- Liaising with representative of service providers, suppliers and visitors.
- Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
- Coordination of internal communication (post, telephone messages, email etc.).
- To be aware of and comply with school policies and procedure, particularly in relation to Child

Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.

Skills or Knowledge Required:

Excellent interpersonal and organisational skills.

Excellent typing/ I.T. skills and attention to detail.

Willingness to upskill where necessary.

Ability to use own initiative, to work independently and as part of a team.

Ability to relate well to children.

Positive outlook and willingness to contribute to the overall school development.

Commitment to uphold the ethos of the school.

Previous experience in a school setting desirable.

The above description is not exhaustive.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20331L  
**Apply To:** Chairperson of the Board  
Scoil Aislinn  
Boreenmanna Road  
Cork  
T12 TF85  
**County:** Cork  
**Enquiries To:** [clairevernon.scoilaislinn@gmail.com](mailto:clairevernon.scoilaislinn@gmail.com)

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