

ADVERT ID 115064

Secretary

Coralstown NS

Coralstown Mullingar N91KC84
<https://www.coralstown.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jan 17 2019 11:02:55
Application Closing Date: Thu Jan 31 2019
Commencement Date: Mon Feb 11 2019
Status of Post: Part-Time
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: 7
Droichead school: Yes

POST DETAILS

Additional Information: The Board of Management of Coralstown N.S. wishes to appoint a suitable candidate to a part-time, secretarial post in Coralstown N.S. The position is for 20 hours per week during school term time.

The School Office Secretary will report to the Principal. The successful candidate will undertake duties as directed to support the administration of the school office and should have the following essential criteria:

The key responsibilities of this role are as follows:

- Day to day school accounts
- Administration of enrolment
- Use of School Management System and POD (Pupil Online Database)
- Use of OLCS payment system
- Answering and logging of telephone calls, emails etc.
- Organisation and management of School events
- Liaising with relevant bodies such as Parents Association, Board of Management etc.
- Other administrative tasks as needed

The following skills are required:

- Excellent typing, general administrative and organisational skills
- IT skills to include email, Microsoft Word, Excel & Powerpoint
- Knowledge of the administration of payrolls, accounts and the use of Thesaurus
- Experience of Revenue and SMART PAYE
- Flexible attitude and approach to work
- Knowledge of the demands of working in a school

environment

- Excellent written and verbal communications skills
- Knowledge of GDPR
- Knowledge of School Policies
- Knowledge of development and maintenance of School Website

Essential criteria:

- Current Garda Vetting
- Three years relevant experience
- Experience in a school environment
- Excellent organisation and communication (both written and oral) skills
- Excellent interpersonal skills and ability to work in a team environment
- Ability to work on own initiative and ability to work independently
- Ability to work to deadlines
- Ability to work confidentially at all times

Please outline how you meet the above requirements in your letter of application and supporting documentation as short-listing will apply. Please also include the contact details of three referees, one of whom must be your present or most recent employer. Please include your email address with your application as invitations to interview will issue by email only. Appointment will be subject, but not limited to, satisfactory references and current Garda Vetting requirements.

A panel of suitable applicants may be set up to fill vacancies which may occur within a four month period from the date on which the Board approves the successful candidate.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 16914N
Apply To: Chairperson of Board of Management,
Coralstown NS
Coralstown
Mullingar
Co. Westmeath
N91 KC84
County: Westmeath
Enquiries To: coralstown.nationalschool@gmail.com
044 9374889
Website: <https://www.coralstown.ie>

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