ADVERT ID 126019

Secretary

SN Cleireachain

Clerihan N.S. Clerihan Clonmel E91WP77
https://www.clerihanns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Sun Aug 11 2019 20:58:31
Application Closing Date:	Mon Aug 26 2019
Commencement Date:	Mon Sep 2 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:	13
Current Enrolment:	200
Droichead school:	Yes

POST DETAILS

Additional Information:

Hours will be approximately 25 hours weekly; (final arrangement will be agreed and confirmed with the successful candidate on the basis of meeting school needs as determined by the Board of Management).

Hours will be during the school term only. The part-time Secretary will be paid an hourly rate plus 8% of the hours worked as leave per leave year up to a maximum of four weeks. Flexibility may be required at other times to support school events/activities.

The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the School Principal in managing the wide variety of administrative tasks associated with running a vibrant school. Duties of the post are wide and varied but it is envisaged that a range of specific duties will be assigned to the successful applicant.

This is a fixed-term/Part-time contract for the duration of the school year.

Personal Qualities
The successful candidate will be committed and will demonstrate the following personal qualities:
• Excellent interpersonal skills and ability to deal with all members of the school community.
• Ability to work on own initiative but also to work as part of team.
• Ability to manage multiple tasks and competing priorities, to work under pressure and achieve deadlines
• Reliable & trustworthy and aware of the need to maintain confidentiality in all aspects of the work
• Flexible and able to adapt easily to the needs of the school
• Open to learning new skills and taking on new challenges
• Proactive in identifying opportunities to improve systems and procedures to ensure the smooth

running of the school office
• Positive outlook and willing to contribute to the overall development of the school environment

Skills & Experience
• Essential Skills: Administrative skills & general office experience; proficiency in Microsoft applications, to include Word, Excel and Publisher & excellent typing skills; experience operating in a busy reception/front office environment; excellent interpersonal skills, including oral and written communication skills; excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies;
• Accounting skills specifically with Pay Roll and tax.
• Desirable: Knowledge of GDPR & Data Protection requirements; Familiarity with school systems i.e. Aladdin, POD and OLCS systems and with the management of school finances and on-line payment systems

Appointment is subject, but not limited to satisfactory
references, current Garda vetting requirements, an occupational health screening and Tusla child safeguarding training.

Postal Applications only. Write SECRETARY APPLICATION on the envelope. Canvassing will disqualify.

PLEASE NOTE THE SCHOOL ADDRESS IS NOT THE ADDRESS FOR APPLICATIONS.
REFER TO 'APPLY TO THIS JOB VACANCY' SECTION BELOW.

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:	17486A
Apply To:	The Chairperson 23 Cluain Dara, Monadreen, Thurles, Co. Tipperary.
County:	Tipperary
Enquiries To:	officeclerihan@gmail.com 052 6135400
Website:	https://www.clerihanns.ie

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