

ADVERT ID 131153

## Secretary

### Scoil an Linbh Iosa (Mercy Primary)

St Francis Street Galway H91RX32  
<https://www.mercyprimary.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Jan 7 2020 12:53:05  
**Application Closing Date:** Wed Jan 22 2020  
**Commencement Date:** Mon Feb 24 2020  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

#### SCHOOL TYPE

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 1  
**Total No. of Teaching Staff:** 17  
**Current Enrolment:** 205  
**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:** The Board of Management of Mercy Primary wish to appoint a suitable candidate to the position of school secretary/administrator commencing February 2020. The working week will consist of 30- 35 hours over 5 working days: Monday to Friday.

The key responsibilities of this role are as follows:

- Act as the first point of contact for all visitors to the school and respond to their enquiries
- Managing school communications: phone, email, Aladdin, newsletters, school website, social media sites, postage etc.
- Update and organisation of school records: Aladdin, POD (Pupil Online Database) OLCS payment system and filing.
- Short-term management of school financial records: daily accounts, invoices, incoming payments on Aladdin and processing outgoing payments.
- Process salaries using a payroll software package
- General school administration and office management.
- Procurement of resources for all areas of the school.

The following skills are required:

- Proficiency in spoken and written English
- Proficiency in Word Processing, Excel and IT Skills
- Ability to be flexible, work on own initiative and also with Principal and Staff.
- Strong interpersonal and communication skills (both written and oral)

- Strong organisational skills
- Discretion and the ability to maintain strict confidentiality
- Secretarial experience and qualification.
- Experience working in a demanding, busy work environment.
- Experience working in a child-centred environment would be desirable but not essential.

The position is subject to current Garda Vetting requirements and a probationary period.

Please submit application in envelope marked: Secretary/Administrator Application

#### 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:** 04515G  
**Apply To:** Mercy Primary,  
Secretary/Administrator Application,  
St Francis Street  
Galway  
H91RX32  
**County:** Galway  
**Phone:** 091 566452  
**Email:** [info@mercyprimary.ie](mailto:info@mercyprimary.ie)  
**Website:** <https://www.mercyprimary.ie>  
**Further Information:** <https://www.mercyprimary.ie>

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