

ADVERT ID 131973

Secretary

SN Cill Chuimin

Kilcummin Killarney V93HF82

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Feb 18 2020 14:54:59
Application Closing Date:	Tue Mar 3 2020
Commencement Date:	Tue Mar 24 2020
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	8
Current Enrolment:	134

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: Additional Information:
The Board of Management of Kilcummin National School wish to appoint a suitable candidate to the position of school secretary commencing the 24th March, 2020. The working week will consist of 12 hours over 4 working days.

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.
Updating, file management and organisation of school records in compliance with GDPR, Aladdin, POD (Pupil Online Database) OLCS payment system and filing.
Ongoing management of school financial records: daily accounts, invoices, incoming payments on Aladdin and processing outgoing payments.
General school administration and office management.
Procurement of resources for identified areas of the school.
Assisting the principal and BOM with the preparation and presentation of school documents and reports.
Assisting with the organising of school events and activities such as :
Junior Infant/ Enrolment Booklets
Updating Staff Notice Boards
Collection and counting of monies for various events & activities.
Lodging money to school bank account.
Assisting with collation of invoices, statements, delivery notes in preparation for payment.
Liaising with bank regarding Bank balances, Statements. Cheque book & Lodgement book.
Searching relevant department websites (DES, INTO, IPPN) for recent publications, documents, application forms etc.

Facilitating the organisation of the school policies and procedures.
Supporting and helping with the organisation of the local and international adult students and volunteers in the school.
Liaise with the bus companies and ancillary staff.
Ordering, maintaining and distribution of office and school supplies.
Assisting in the practicalities of the school enrolment process.

Key skills and competencies
Excellent command of English
A minimum leaving cert standard of education or equivalent
A minimum of 3 years experience in office / secretarial work or related environment
Strong organisational skills
Proven ability to initiate, plan and work on own initiative
Proven ability to work in a team environment with staff
Excellent interpersonal skills
Proficiency in Word Processing, Excel and IT Skills
Experience of Surf accounting package would be desirable but not essential.
Strong interpersonal and communication skills (both written and oral)
Discretion and the ability to maintain strict confidentiality
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 an envelope marked: Secretary Application

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: 17231N
Apply To: Chairperson Board of Management
Kilcummin National School
Kilcummin
Killarney
V93HF82
County: Kerry
Enquiries To: kill43163@eircom.net
064 6643163

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