

ADVERT ID 137635

## Secretary

### Scoil Eoin Báiste

Scoil Eoin Báiste Nobber A82YD58

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Wed Jun 24 2020 21:15:45
<b>Application Closing Date:</b>	Thu Jul 9 2020
<b>Commencement Date:</b>	Mon Aug 24 2020
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	7
<b>Current Enrolment:</b>	115
<b>Droichead school:</b>	No

#### 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 Scoil Eoin Báiste, Nobber, Co. Meath invite applications for the position of part-time School Secretary.

This part-time position is for 3 hours per day, 5 days per week. The final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the School Principal.

The successful candidate will report to the Principal, will be an integral part of our school community and will manage the school office in a welcoming, professional and discrete manner.

Responsibilities of the role include:

- Being the first point of contact for visitors and parents as they enter the school and management of all telephone queries
- Managing the full range of school administration and office/reception management, ensuring compliance with GDPR.
- Assisting the Principal in the administration of meeting requests, diary management, and scheduling of meetings/events.
- Maintaining the financial accounting records for the school and arranging payments to suppliers
- Assisting in planning, preparing and setting up for a wide range of school events.
- Organising, maintaining and updating school databases and files including the operation of

## School Systems - Aladdin, POD and OLCS

- Coordinating and supporting monthly processing of payroll and the filing of VAT returns
- Assisting the Principal with the preparation of various school documents

Flexibility may be required at other times to support school events/activities.

The successful candidate will:

- Have relevant secretarial qualifications or experience in an office within an educational setting
- Have a pro-active, can-do approach with the ability to work on their own initiative, and will assist the Principal in performing a wide variety of clerical and secretarial duties with flexibility in adapting to the needs of the school.
- Enjoy working in a varied and busy environment with a focus on delivering an excellent service to staff, students, parents and parents of prospective students.
- Have a proven track record in building positive relationships across a range of stakeholders.
- Be reliable, trustworthy, calm under pressure and uphold the community ethos of the school.
- Be comfortable and discreet in dealing with confidential information, and have a personable, yet professional manner.
- Have strong IT literacy skills, particularly in the use of MS Office and Excel, with an interest in and commitment to upskilling and learning new technologies as they emerge.
- Have excellent communication skills, including oral and written English grammar, spelling, punctuation and vocabulary
- Proactively identify opportunities to improve systems and procedures to ensure the smooth running of the school office.

Additional Information:

- The position is subject to a 6-month probationary period.
- The secretary will not normally be in the employment of the school during school holidays apart from one week pre-term in August.
- The successful candidate will be required to undergo compulsory Garda Vetting and online TUSLA Child Protection Training

Applications via email only accepted via email ([principal@eoinbaiste.ie](mailto:principal@eoinbaiste.ie)) - please place Secretary Position in Subject of Email

- Canvassing will disqualify

### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Roll Number:** 16774A  
**Apply To:** Nobber  
Kells  
**County:** Meath  
**Enquiries To:** [principal@eoinbaiste.ie](mailto:principal@eoinbaiste.ie)  
046 9052000

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