

ADVERT ID 143781

Secretary

SN Ceathru an Chlochar

Roxboro Ballinrobe F31 EV96

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Oct 12 2020 10:32:05
Application Closing Date:	Tue Oct 27 2020
Commencement Date:	Mon Nov 23 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:	3
Current Enrolment:	24

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: Roxboro N.S. is seeking a part-time secretary for circa 15 hours per week, Monday to Friday. The suitable candidate will manage the school office in a welcoming, professional and discrete manner and will be an integral part of the school community. Responsibilities include but are not limited to:

- Organising, maintaining and updating school data bases and filing systems
- Managing school correspondence (post, phone, email etc.)
- Maintenance of school office supplies
- Maintaining records of all staff leave (to include use of Esinet/OLCS)
- Liaising with representatives of school service providers, suppliers, school users and visitors
- Working in close co-operation with the school principal and staff
- Co-ordination of internal school communications (post, phone, email etc.)
- Banking (managing all income and expenditure records using the FSSU template, and liaising with BOM treasurer), preparing cash lodgements etc.
- Liaising with school accountant
- Yard supervision
- Accompany Class Teacher on school outings e.g. Swimming Pool, School Tours, Sports Blitzes
- Carrying out other duties assigned by the School Principal/Acting Principal and related to the position of School Secretary.

Skills required:

- Excellent interpersonal skills
- Excellent communication skills (both verbal and written)
- Excellent typing/IT skills
- A clear understanding of and adherence to GDPR regulations
- A high level of confidentiality
- Ability to plan and work efficiently on their own initiative, working to a deadline and showing

flexibility consistent with the nature of the job

- A proficiency in ICT and use of Microsoft Office, with an ability and willingness to master new applications
- Willingness to assist with basic first aid, if required

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and Covid-19 related online training.

APPLICATION REQUIREMENTS

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 12816Q
Apply To: Roxboro National School
Ballinrobe
Co. Mayo
F31 EV96
County: Mayo
Enquiries To: office@roxboronsballinrobe.ie
094 9541715

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