

ADVERT ID 145069

## Secretary

### Scoil Cholmcille, Clouna

Tierlaheen Clouna Ennistymon V95 YD43



#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Nov 11 2020 11:49:14
Application Closing Date:	Thu Nov 26 2020
Commencement Date:	Wed Jan 6 2021
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:	4
Current Enrolment:	58
Droichead school:	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 Cholmcille Clouna invite applications for the post of Part-Time Secretary, 9 hours per week, covering the school calendar year. The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional and discrete manner. Previous experience as a school secretary would be desirable.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:

- \* Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and Payroll.
- \* Managing school correspondence
- \* Maintenance of school and office supplies
- \* Maintenance and filing of all documentation
- \* Maintaining records of staff leave
- \* Liaison with representatives of service providers, suppliers, school users and visitors.
- \* Working in close co-operation with the principal and staff.
- \* Carrying out other duties assigned by the principal and related to the post of school secretary
- \* Co-ordination of internal communications (post, telephone messages, email etc)
- \* Accurate maintenance of school finance records and basic financial systems in line with FSSU (Financial Support Services Unit) requirements.

Skills/Knowledge Required:

- \* Excellent interpersonal and organisation skills
- \* Excellent communication skills (both verbal and written)
- \* Excellent typing/IT skills including Microsoft Office
- \* Excellent attention to detail
- \* Ability to write letters with fluency and accuracy
- \* The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations.
- \* Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job

The appointment is subject to satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA Child Protection Training and Covid-19 related online training. This position is subject to a 3 month probationary period. Induction training will be facilitated.

#### 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:** 17270A  
**Apply To:** Applications by email only to:  
 applicationsclounans@gmail.com  
  
**County:** Clare  
**Enquiries To:** [applicationsclounans@gmail.com](mailto:applicationsclounans@gmail.com)  
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