

ADVERT ID 148545

## Secretary

### Scoil Naomh Mearnog

Strand Road Portmarnock Co. Dublin Portmarnock D13PF29  
<https://www.stmarnocksns.ie>

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Fri Apr 16 2021
<b>Application Closing Date:</b>	Fri Apr 30 2021
<b>Commencement Date:</b>	Wed Sep 1 2021
<b>Status of Post:</b>	Fixed-term
<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>	36
<b>Current Enrolment:</b>	628
<b>Droichead school:</b>	Yes

#### POST DETAILS

**Additional Information:**

St. Marnock's NS is seeking a JOB SHARING secretary for a Fixed-term contract for the 2021 - 2022 school year. The successful candidate will have experience in office management and administration. Experience within an educational setting is preferable. 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.

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 below:

- \* Organising, maintaining and updating school databases and filing systems to include Databiz, OLCS, POD and payroll
- \* Managing school correspondence
- \* 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, Deputy 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.)
- \* Maintaining records of school finances

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. This position is subject to a probationary period. Induction training will be facilitated.

Applications should be submitted by POST ONLY and addressed to the Chairperson of the Board of Management at the address stated in the advert.

#### 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

<b>Roll Number:</b>	10296G
<b>Apply To:</b>	Chairperson of the Board of Management, St. Marnock's NS, Strand Road Portmarnock Co. Dublin Portmarnock D13PF29
<b>County:</b>	Dublin
<b>Postal District:</b>	County Dublin
<b>Enquiries To:</b>	<a href="mailto:stmarnocksns@gmail.com">stmarnocksns@gmail.com</a> 01 8462060
<b>Website:</b>	<a href="https://www.stmarnocksns.ie">https://www.stmarnocksns.ie</a>
<b>Further Information:</b>	<a href="https://www.stmarnocksns.ie">https://www.stmarnocksns.ie</a>

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