

ADVERT ID 156289

Secretary

St Annins NS

St. Annins National School Rosscahill Gaiway H91VK31

<https://st.annins.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Jul 13 2021
Application Closing Date:	Wed Jul 28 2021
Commencement Date:	Mon Aug 23 2021
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	16
Current Enrolment:	242

POST DETAILS

Additional Information:

The Board of Management of St. Annin's National School invites applications for the position of secretary for the academic year 2021 – 2022, consisting of 30 hours per week covering 190 days every year.

The ideal candidate should have:

- Recognised Qualifications
- Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- Excellent interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including wages, budgets, on line payment systems, procurement and monthly financial reports.
- A high level of proficiency in I.C.T. and in the use of Microsoft Office, G Suite and other online applications.
- A familiarity of working with on line school databases (e.g Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements.
- The ability to assist the Principal with the daily administration tasks and meeting requests and scheduling events etc.
- The willingness to plan and work efficiently, on own initiative and show flexibility consistent with the nature of the job.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
- An ability to maintain confidentiality and professionalism and the Catholic Ethos of the school at all times.

Basic First Aid experience

Only those shortlisted for interview will receive a reply.
If called for interview, the applicant must be able to attend in person at the assigned time and date

Application by post ONLY to The Chairperson, St. Annin's National School, Rosscahill, Co. Galway

Please clearly state "SECRETARY APPLICATION" on the envelope.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child protection Training, Covid 19 online training and training in GDPR. The position is subject to a 10 month probation period.

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:	14590D
Apply To:	The Chairperson, St. Annin's National School, Rosscahill, Co. Galway
County:	Galway
Enquiries To:	info@stannins.ie 091 550316
Website:	https://st.annins.ie

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