

ADVERT ID 157050

## Secretary

### Scoil Mhuire

Tullybuck Clontibret Monaghan Monaghan H18 XN29

<https://www.scoilmhuireclontibret.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jul 28 2021
Application Closing Date:	Thu Aug 12 2021
Commencement Date:	Mon Aug 30 2021
Status of Post:	Part-Time
Number of Vacancies:	1



#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	13
Current Enrolment:	204
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Scoil Mhuire, Clontibret invites applications for the position of school secretary.

This position is for 20 hours per week, Monday to Friday, 9.00am to 1.00pm for the academic year.

The ideal candidate should have:

- 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) is desirable
- 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.
- Confidentiality and professionalism are absolutely essential

Shortlisting will be applied and those who are shortlisted will be called for interview.

Application by post ONLY to The Chairperson, Scoil Mhuire, Tullybuck, Clontibret, Co. Monaghan  
H18 XN29

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.

#### 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>	18539A
<b>Apply To:</b>	Chairperson of Board of Management Scoil Mhuire Tullybuck Clontibret Monaghan H18 XN29
<b>County:</b>	Monaghan
<b>Enquiries To:</b>	<a href="mailto:office@scoilmhuireclontibret.ie">office@scoilmhuireclontibret.ie</a> 047 80729
<b>Website:</b>	<a href="https://www.scoilmhuireclontibret.ie">https://www.scoilmhuireclontibret.ie</a>

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