

ADVERT ID 170074

Secretary

St. Michael's N.S.

Castletown Geoghegan Mullingar N91X659
<https://www.castletownns.weebly.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu May 26 2022
Application Closing Date: Thu Jun 9 2022
Commencement Date: Tue Aug 30 2022
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: 78
Droichead school: Yes

POST DETAILS

Additional Information:
St. Michael's National School
Part Time Secretarial Position

Key competencies:

- Discretion and the ability to maintain strict confidentiality
- Ability to use own initiative, to work independently and as part of a team
- Excellent planning and organisational skills
- Ability to work closely with Principal, Board, Parents Association and staff
- Ability to be flexible in the varied demands of the job
- Experience working in a busy environment
- Ability to relate well to children
- Ability to uphold the ethos of the school

• The successful candidate will have:

Excellent interpersonal skills

- Excellent organisational, oral and written communication skills
 - Ability to plan and work on own initiative along with the ability to work in a team environment with Principal and other school staff
 - Skills suitable for general school administration and office management, administration of the enrolment process, clerical and admin support to Principal as duties require
 - Suitable skills to manage school communications - phone, email, postage, Aladdin
- Administrative skills to support the management of school finances including the management of e-payments/FSSU Monthly Reporting/payments/invoices as well as assisting with the collation of invoices, statements, delivery notes
- Accounting experience desirable
- Online banking experience desirable

- Experience of the procurement of resources and liaising with service providers/suppliers desirable as well as willingness to learn
- Proficiency in Microsoft applications including Word & Excel
- IT skills desirable for the management of the school's Seesaw accounts
- IT Skills desirable for the update of website
- Recording and updating Department of Education systems POD and OLCS and maintaining school-based Aladdin Administrative system
- Ensuring compliance with GDPR
- Willingness to up-skill as needed
- Previous experience in a school setting desirable
- The school secretary will be located in the school, be employed by the Board of Management and will report to the Principal/Deputy Principal.

The above description is not exhaustive

The position is subject to compulsory Garda Vetting and a probationary period.
Part-time hours are 12 hours a week over 4 days

Only candidates shortlisted for interview will be contacted.

To apply for the position, send a CV, references and letter of application by post to:

The Chairperson
St. Michael's NS,
Castletown Geoghegan,
Co. Westmeath
N91x659

Please mark the envelope: 'Secretary Application'

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17182D
Apply To: The Chairperson
St. Michael's NS
Castletown Geoghegan
Mullingar
Co. Westmeath
N91X659
County: Westmeath
Enquiries To: Stmichaelsnsctg@gmail.com
0449226255
Website: <https://www.castletownns.weebly.com>