

ADVERT ID 174487

Secretary

Scoil Naomh Antaine

Beechwood Park Ballinlough Cork T12E400
<https://www.stanthonys.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sun Jun 26 2022 21:47:47
Application Closing Date: Tue Jul 5 2022
Commencement Date: Tue Jul 19 2022
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Boys
School Patronage: Catholic
Total No. of Teaching Staff: 46
Current Enrolment: 702
Droichead school: Yes

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: St. Anthony's B.N.S., Ballinlough is seeking a full-time secretary for 35 hours per week. The successful candidate will have experience in office administration. The suitable candidate will be an integral part of the school community and will oversee 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 required below:-

- * Organising, maintaining and updating school databases and filing systems
- * Managing school correspondence
- * Maintenance of school 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)

Skills/ Knowledge Required:

- * Excellent interpersonal and organisational skills
- * Excellent communication skills (both verbal and written)
- * Excellent typing/IT skills

- * Excellent attention to detail
- * 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
- * A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, oversee Publisher, Powerpoint) with an ability and willingness to master new applications
- * Maintaining records of school finances
- * Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD), Aladdin
- * Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements (essential)
- * Experience of using communication systems eg school app and Aladdin.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

Please note applications accepted by email only to interviews@stanthonys.ie

Closing Date for Applications is Tuesday, 5th of July @ 5pm.
Interviews will take place on the week of the 11th of July.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 12203G
Apply To: Beechwood Park
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 T12E400
County: Cork
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