

ADVERT ID 175068

Secretary

Carrigeen NS

Carrigeen Mooncoin X91 F656
<https://www.carrigeenns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Jul 27 2022 16:12:29
Application Closing Date: Thu Aug 11 2022
Commencement Date: Mon Aug 29 2022
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: 8
Current Enrolment: 127
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: The Board of Management of Carrigeen NS invites applications for the position of school secretary. The working week will consist of 20 hours over 5 working days: Monday-Friday. Candidates will be required to work every day the school is open (182 days in a school year) and must be available to work a number of weeks during July/August

The key responsibilities include but are not limited to:

- * act as the first point of contact for all visitors to the school & respond to their queries
- * general school administration & office management (photocopying/laminating/binding etc)
- * manage school communications: Aladdin, postage, email, phones etc.
- * update/organise online school databases and records: Aladdin, POD (Pupil Online Database), OLCS, payment systems & filing
- * short term management of school financial records and accounts in conjunction with principal & treasurer: daily accounts, invoices, statements, payments on Aladdin, processing outgoing payments
- * procurement of resources, scheduling events/school transport etc.

The following skills are required:

- * excellent proficiency in IT skills, word processing and data management
- * excellent communication, interpersonal & organisational skills (written & oral)
- * ability to maintain strict confidentiality & professionalism
- * ability to work both independently & alongside school principal and staff
- * experience working in a demanding and busy office environment
- * experience working in a child-centred environment desirable but not essential

Please mark envelope 'Secretary Application'

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

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 15340I
Apply To: Chairperson of Board of Management
Carrigeen NS
Carrigeen
Mooncoin
Co Kilkenny
Via Waterford
X91 F656
County: Kilkenny
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