

ADVERT ID 177829

Secretary

Lisdoonan NS

Lisdoonan Carrickmacross

MAIN DETAILS

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|----------------------------------|-------------------------|
| Status: | Deactivated |
| Level: | Primary |
| Date Posted: | Mon Aug 8 2022 12:20:36 |
| Application Closing Date: | Thu Aug 18 2022 |
| Commencement Date: | Mon Sep 5 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: | 6 |
| Current Enrolment: | 153 |
| Droichead school: | No |

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 Lisdoonan NS invite applications for the position of school secretary. The working week will consist of 30 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 may be required to work a number of weeks during July/ August.

The ideal candidate should have:

- Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.
 - A familiarity of working with on line school databases (e.g. Aladdin, POD & OLCS systems)
 - 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,(ROS,VAT, RCT etc), procurement , monthly financial reports and familiarity with Financial Services Support Unit (FSSU).
 - A high level of proficiency in I.C.T. and in the use of Google Drive and other online applications.
 - Office administration skills including photocopying, laminating, binding etc.
 - 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.
The position is subject to current Garda Vetting requirements,

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 15143G
Apply To: Chairperson,
Board of Management,
Lisdoonan NS,
Carrickmacross,
A81 WR65
Co. Monaghan
County: Monaghan
Enquiries To: lisdoonanns@hotmail.com
042 9662375

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