

ADVERT ID 177829

## Secretary

### Lisdoonan NS

Lisdoonan Carrickmacross

#### MAIN DETAILS

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](mailto:lisdoonanns@hotmail.com)  
042 9662375

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