

ADVERT ID 177962

## Secretary

### St. Colmcille's N.S.

Bigwood Mullinavat  
<https://Bigwoodns.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Aug 9 2022 09:54:20  
**Application Closing Date:** Tue Aug 23 2022  
**Commencement Date:** Wed Aug 31 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:** 3  
**Current Enrolment:** 26  
**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:** St. Colmcille's N.S. invites applicants for the position of part-time school secretary. The position is for 10 hours per school week.

- The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

The position is subject to a 6 month probationary period and satisfactory Garda Vetting.

Responsibilities include but are not limited to:

- Maintaining school data bases including the Online Claims System (OLCS and POD systems) and managing school accounts.
- Liaising with representatives of school service providers, suppliers and visitors.

General office administration tasks. The ability to assist the school principal with the daily administration tasks and meeting requests and scheduling events etc.

The candidate will demonstrate:

- Excellent interpersonal and communication skills.
- A high level of proficiency in ICT in the use of Google Drive and use of Microsoft Office.
- Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies.

Knowledge of GDPR requirements.

- A high level of confidentiality and discretion.
- Experience of basic financial systems (FSSU and ROS) is desirable.

The position is subject to garda vetting.

Application by mail or e-mail to St. Colmcille's N.S., Bigwood, Mullinavat, Co. Kilkenny  
/stcolmcilleesschool@gmail.com

Applications must be received by 12 noon on  
the 23rd August 2022.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	17911M
<b>Apply To:</b>	St. Colmcille's N.S. Bigwood Mullinavat Co. Kilkenny
<b>County:</b>	Kilkenny
<b>Enquiries To:</b>	<a href="mailto:stcolmcilleesschool@gmail.com">stcolmcilleesschool@gmail.com</a> 051885525
<b>Website:</b>	<a href="https://Bigwoodns.com">https://Bigwoodns.com</a>

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