

ADVERT ID 178054

Secretary

Daingean NS

St.Mary's Road Daingean, Co. Offaly R35AH95
<https://www.daingeanns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Aug 9 2022
Application Closing Date: Wed Aug 17 2022
Commencement Date: Wed Aug 31 2022
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 19
Current Enrolment: 260
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:

Daingean N.S. invites applicants for the position of part-time school secretary. The position is for 5 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.

Applications must be received by 3:00pm on Wednesday 17th August 2022.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16620T
Apply To: Chairperson BOM via email to: applications22@daingeanns.ie
County: Offaly
Enquiries To: applications22@daingeanns.ie
057 9353337
Website: <https://www.daingeanns.ie>

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