

ADVERT ID 178346

## Secretary

### Galway Educate Together NS

Thomas Hynes Rd Newcastle Galway H91 HV07

<https://www.getns.ie>

#### MAIN DETAILS

|                           |                           |
|---------------------------|---------------------------|
| Status:                   | Deactivated               |
| Level:                    | Primary                   |
| Date Posted:              | Fri Aug 12 2022           |
| Application Closing Date: | Fri Aug 26 2022           |
| Commencement Date:        | Mon Sep 5 2022            |
| Status of Post:           | Part-Time                 |
| Number of Vacancies:      | 1                         |
|                           | This is a readvertisement |

#### SCHOOL DETAILS

|                              |                                 |
|------------------------------|---------------------------------|
| School Type:                 | Mainstream with Special Classes |
| School Structure:            | Vertical                        |
| Gender:                      | Co-Educational                  |
| School Patronage:            | Educate Together                |
| Total No. of Teaching Staff: | 28                              |
| Current Enrolment:           | 382                             |
| 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 Galway Educate Together wishes to appoint a suitable candidate to the position of part-time school secretary for the academic year 2022 - 2023. The working week will consist of 20 hours over 5 working days, Monday to Friday, 8 am to 12 pm each day.

Please note the original advertisement was withdrawn by the school to allow time to review the new guidelines issued by the Department of Education the same week.

The successful candidate will be working with a permanent secretary already in the school.

The key responsibilities of this role include the following:

- Act as the first point of contact for all visitors to the school and respond to their enquiries.
- Managing school communications: phone, email, Aladdin connect (database), newsletters, school website, PA System, social media sites, postage, etc.
- Updating, file management, and organisation of school records in compliance with GDPR, Aladdin, POD (Pupil Online Database) OLCS payment system, and filing.
- Ongoing management of school financial records in collaboration with the school bookkeeper.
- General school administration and office management.
- Procurement of resources for identified areas of the school.
- Assisting the principal and BOM with the preparation and presentation of school documents and reports.

- Assisting with the organising of school events and activities.
- Assisting with the collation of invoices, statements, delivery notes in preparation for payment.
- Liaising with the bank regarding bank balances, statements, cheque book & lodgement book.
- Searching relevant department websites (DES, INTO, IPPN) for recent publications, documents, application forms, etc.
- Facilitating the organisation of the school policies and procedures.
- Supporting and helping with the organisation of the local and international adult students and volunteers in the school.
- Contact person for the organisation of substitute teacher in the school.
- Liaise with the bus companies and ancillary staff.
- Researching and ordering school furniture.
- Ordering, maintaining and distribution of Art and classroom supplies (pencils, copies, crayons, paint etc).
- Assisting in the practicalities of the school enrolment process.

#### Key skills and competencies

- Excellent command of written and spoken English.
- A minimum leaving cert standard of education or equivalent
- A minimum of 3 years experience in office / secretarial work or related environment
- Strong organisational skills
- Proven ability to initiate, plan and work on own initiative
- Proven ability to work in a team environment with staff
- Excellent interpersonal skills
- Proficiency in Word Processing, Excel and IT Skills
- Strong interpersonal and communication skills (both written and oral)
- Discretion and the ability to maintain strict confidentiality
- Experience working in a demanding, busy work environment.
- Experience working in a child-centred environment would be desirable but not essential.

The position is subject to current Garda Vetting requirements and a probationary period.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20000L  
**Apply To:** getnsrecruitment2022@gmail.com ONLY  
 Please do not send applications to the school email.  
**County:** Galway  
**Enquiries To:** [admin@getns.ie](mailto:admin@getns.ie)  
 (091) 527887  
**Website:** <https://www.getns.ie>