

ADVERT ID 180389

## Secretary

### SN Ailbhe

Killinure NS Killinure Brittas, Boher Limerick V94T184  
<https://killinurens.ie>



### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Sep 8 2022  
**Application Closing Date:** Fri Sep 16 2022  
**Commencement Date:** Mon Oct 24 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  
**Total No. of Teaching Staff:** 14  
**Current Enrolment:** 189  
**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 successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional manner.

They will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.

Responsibilities include but are not limited to:

- Acting as the first point of contact for all visitors to the school
- Managing school communications: phone, email, Aladdin (school database), Department of Education database system Online Claims System (OLCS) and Primary Online Database (POD), postage, etc.
- Updating, file management, and organisation of school records in compliance with GDPR, (Aladdin, POD, and the OLCS )
- Procurement of resources
- Assisting with the organisation of school events and activities
- Assisting with the maintenance of school finance records
- General school administration and office management

Skills and Experience:

Excellent communication skills (both verbal and written)

Excellent interpersonal skills and ability to build rapport with students, parents, staff and all members of the school community

Excellent organisational skills, ensuring good record keeping, compliance with GDPR and adherence to school policies and procedures.  
Experience in working in a busy front office environment

Ability to work on own initiative and also as part of a team

Discretion and the ability to maintain strict confidentiality

Good proficiency in IT

Experience of operating database platforms such as or like online claims system (OLCS), pupil online database POD, Aladdin

Flexibility to be able to adapt easily to the needs of the school

The appointment is subject to Garda vetting and the successful candidate will be required to undertake TUSLA child protection training.

The working week will consist of 30 hours scheduled over 5 working days. The final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the School Principal. Flexibility may be required at other times to support school events/activities.

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

Please mark your envelope "Secretary Job Application"

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 07857D  
**Apply To:** The Chairperson  
Killinure NS  
Killinure  
Brittas, Boher  
Limerick  
V94T184  
**County:** Limerick  
**Enquiries To:** [snailbhe@gmail.com](mailto:snailbhe@gmail.com)  
061 351377  
**Website:** <https://killinurens.ie>