

ADVERT ID 180947

## Secretary

### Cahir National School

Cahir Kenmare V93 TD4V

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Fri Sep 16 2022 15:19:30
<b>Application Closing Date:</b>	Fri Oct 14 2022
<b>Commencement Date:</b>	Mon Nov 7 2022
<b>Status of Post:</b>	Fixed-term
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	4
<b>Current Enrolment:</b>	58
<b>Droichead school:</b>	No

#### POST DETAILS

##### Additional Information:

This is shared secretarial post of 12 hours between Cahir School, Kenmare and Tulloha N.S., Bonane with both schools offering a 6 hour contract. This is a fixed term post until the end of June 2023.

Both schools are seeking an enthusiastic, hard-working Primary School Secretary who is competent and experienced in Office Administration. The 12 hours are worked flexibly between Tuesday to Friday in both schools, during school term time only. This equates to 6 hours in one school per week and 6 hours in the other school per 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.

The successful candidate will have:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances (experience of accounting packages desirable)
- Proficiency in Microsoft Office and Google Drive
- Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- A high level of Confidentiality and Discretion is expected

Key Duties and Responsibilities include but are not limited to the following:

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

Previous School Secretary experience is desirable but not essential as training will be provided

A Panel of suitable applicants may be set up to fill vacancies that arise within this school year.  
Canvassing will disqualify.

#### APPLICATION REQUIREMENTS

- 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:** 18759O  
**Apply To:** Chairperson  
Cahir National School  
Cahir  
Kenmare  
V93 TD4V  
**County:** Kerry  
**Enquiries To:** [cahirschool@gmail.com](mailto:cahirschool@gmail.com)  
0646642244

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