

ADVERT ID 182723

Secretary

Creeslough NS

Creeslough National School Creeslough Letterkenny F92 W803

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Oct 21 2022
Application Closing Date: Tue Nov 1 2022
Commencement Date: Mon Nov 21 2022
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Classification: DEIS Rural
Total No. of Teaching Staff: 3
Current Enrolment: 29
Droichead school: Yes

POST DETAILS

Additional Information:

Seeking an enthusiastic, hard-working Primary School Secretary who is competent and highly experienced in Office Administration.

10 hours a week.

The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual leave arrangements for School Secretaries.

Position is subject to 6 months probationary period and satisfactory Garda Vetting.

The successful candidate will have:

Excellent organisational, interpersonal, oral and written communications skills.

Administrative skills to support the management of school finances, FSSU accounts, Payroll and OLCS

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 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),

Department of Education Database, preparation of school accounts/payroll & TAX returns.

Management of petty cash. The Online Claims System (OLCS) and Primary Online Database (POD). postage etc..

Updating, managing and storing school records in compliance with GDPR.

General school administration and office management.

Playground and supervision duties.

Procurement of resources for identified area of the school.

Assisting with the organisation of school events and activities.

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

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

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:	10062E
Apply To:	Canon Irwin Creeslough National School Creeslough Letterkenny F92 W803
County:	Donegal
Enquiries To:	creesloughns@gmail.com 074 9138453

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