

ADVERT ID 184288

## Secretary

### Goggins Hill NS

Goggins Hill NS Ballinhassig T12 E443  
<https://www.gogginshillsschool.com>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Nov 28 2022  
**Application Closing Date:** Fri Dec 9 2022  
**Commencement Date:** Thu Jan 5 2023  
**Status of Post:** Permanent  
**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:** 15  
**Current Enrolment:** 237  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Goggins Hill NS invites applications for the post of Full -Time Secretary, 5 days per week, covering the school calendar year.

The successful candidate will have experience in office management and administration and will manage the school office/reception in a welcoming, professional and discrete manner.

Responsibilities include, but are not limited to:

- \* Organising, maintaining and updating school databases and filing systems to include Aladdin, Online Claims System (OLCS), Primary Online Database (POD) and Payroll
- \* Managing school correspondence, post, phone, emails etc.
- \* Maintaining and filing documentation
- \* Liaising with representatives of service providers, suppliers and visitors
- \* Working in close co-operation with the Principal and staff
- \* Maintaining and updating school website
- \* Co-ordinating internal communications (emails, telephone messages, etc.)
- \* Maintaining school finance records and basic financial systems in line with FSSU (Financial Support Services Unit) requirements
- \* Liaising with Board of Management treasurer in relation to all accounting matters
- \* Carrying out other duties assigned by the Principal and related to the post of school secretary

##### Skills/Knowledge Required:

- \* Excellent interpersonal, communication and team working skills
- \* Highly proficient in use of ICT and Microsoft Office/Word/Excel

- \* Excellent office administration and management skills
- \* Excellent attention to detail
- \* Ability to write letters with fluency and accuracy
- \* Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job
- \* The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations

The appointment is subject to satisfactory Garda Vetting. The successful candidate will be required to undertake Tusla Child Protection Training prior to commencing employment.

An internal panel of applicants may be set up to fill vacancies which may occur within 12 months from the date on which the Board approves the successful applicant.

The position is subject to a 3 month probationary period.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 12263B

**Apply To:** The Chairperson,  
Goggins Hill N.S.,  
Ballinhassig,  
Co. Cork  
T12 E443

**County:** Cork

**Enquiries To:** [info@gogginshillschool.com](mailto:info@gogginshillschool.com)  
021 4885 241

**Website:** <https://www.gogginshillschool.com>

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