

ADVERT ID 184388

Secretary

Scoil Freastogail Mhuire (Presentation Primary School)

College Road Fermoy P61N562

<https://www.presfermoy.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Nov 29 2022
Application Closing Date:	Tue Dec 6 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:	24
Current Enrolment:	262
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 Presentation Primary school invites applications for the post of Full - Time Secretary, 5 days per week.

The successful candidate will have experience in school management and administration systems Aladdin and Esinet and be familiar with the FFSU guidelines for schools. They 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 FFSU (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.

APPLICATION REQUIREMENTS

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17868O
Apply To: College Road
Fermoy
P61N562
County: Cork
Website: <https://www.presfermoy.ie>

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