

ADVERT ID 184498

Secretary

Naomh Mhuire NS

Scoil Naomh Mhuire Walsh Island Geashill Tullamore R35 T653



MAIN DETAILS

| | |
|----------------------------------|---------------------------|
| Status: | Deactivated |
| Level: | Primary |
| Date Posted: | Fri Dec 2 2022 |
| Application Closing Date: | Fri Dec 9 2022 |
| Commencement Date: | Mon Dec 19 2022 |
| Status of Post: | Part-Time |
| Number of Vacancies: | 1 |
| | This is a readvertisement |

SCHOOL DETAILS

| | |
|-------------------------------------|----------------|
| School Type: | Mainstream |
| School Structure: | Vertical |
| Gender: | Co-Educational |
| School Patronage: | Catholic |
| Total No. of Teaching Staff: | 6 |
| Current Enrolment: | 91 |
| Droichead school: | Yes |

POST DETAILS

Additional Information:

Naomh Mhuire NS, Walsh Island, Co. Offaly is seeking an enthusiastic, hard-working Primary School Secretary for 12.5 hrs 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 communication skills.

Administrative skills to support the management of school finances, correspondence and communications.

Proficiency in Microsoft Office.

Ability to plan and work on one's own initiative along with the ability/ flexibility to work in a team environment with the Principal and other school staff.

A high level of Confidentiality and Discretion is necessary at all times.

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, school website, Department of Education Databases, preparation of school accounts/payroll and tax returns, The Online Claims System (OLCS) and Primary Online Database, Aladdin software package, postage, banking etc.

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

General school administration and office management.

Assisting with the organisation of school events and activities.

Email subject should be: 'School Secretary 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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17616K
Apply To: Scoil Naomh Mhuire
Walsh Island
Geashill
Tullamore
R35 T653
County: Offaly
Enquiries To: vacancywalshisland@gmail.com

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