

ADVERT ID 185073

## Secretary

### St Brides NS

Ballintubber Castlereagh F45RR67

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Mon Jan 2 2023 12:43:46
<b>Application Closing Date:</b>	Thu Jan 12 2023
<b>Commencement Date:</b>	Mon Jan 23 2023
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1
	This is a readvertisement

#### 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>	6
<b>Current Enrolment:</b>	85
<b>Droichead school:</b>	No

#### 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:

St.Bride's N.S. is seeking an enthusiastic ,hardworking Primary School Secretary who is competent and highly experienced in Office Administration.

12 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 communication skills.

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

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

Those applicants who have already applied need not reapply.  
Only those shortlisted will be contacted.

Applications should be submitted by post only before 1 p.m.on Thursday 12th January 2023.

#### 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:** 16334S  
**Apply To:** Chairperson B.O.M.,  
St.Bride's N.S.,  
Ballintubber,  
Castlerea, Co. Roscommon.  
F45RR67  
**County:** Roscommon  
**Enquiries To:** [stbridesns@gmail.com](mailto:stbridesns@gmail.com)

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