

ADVERT ID 187686

Secretary

Raheen National School

Raheen Clonroche Enniscorthy Y21 E129

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Mar 30 2023
Application Closing Date: Fri Apr 21 2023
Commencement Date: Wed Aug 30 2023
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Patronage: Catholic
Total No. of Teaching Staff: 8
Droichead school: 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:

Raheen N.S is seeking a part-time secretary (currently 4 days, with possibility of 5th day). The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional and discrete manner.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-

- * Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD
- * Managing school correspondence
- * Maintenance of school and office supplies
- * Maintenance and filing of all documentation
- * Maintaining records of staff leave
- * Liaison with representatives of service providers suppliers school users and visitors
- * Working in close co-operation with the principal, deputy principal and staff
- * Carrying out other duties assigned by the principal and related to the post of school secretary
- * Co-ordination of internal communications (post, telephone messages, email etc)
- * Experience of using communication systems
- * Maintaining records of school finances

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a probationary period. Induction training will be facilitated.

All applications to be made by email to: raheenns.posts@gmail.com

Closing date for applications: Friday 21st April 2023

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: 18191J
Apply To: Raheen
Clonroche
Enniscorthy
Y21 E129
County: Wexford
Enquiries To: raheenns.posts@gmail.com

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