

ADVERT ID 189857

## Secretary

### Daingean NS

St.Mary's Road Daingean, Co. Offaly R35AH95  
<https://www.daingeanns.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue May 2 2023  
**Application Closing Date:** Fri May 19 2023  
**Commencement Date:** Mon Aug 21 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  
**Classification:** DEIS Rural  
**Total No. of Teaching Staff:** 19  
**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:

Daingean National School is a co-ed Catholic National School under the patronage of the Diocese of Kildare and Leighlin. The post is for 35 hours per week during term time and for some periods when school is closed.

##### Professional Competencies:

- Secretarial experience of operating in a busy office environment
- Reception and telephone duties
- Competency in maintaining financial accounts, including wages, budgets, on line payment systems,(ROS,VAT, RCT etc), procurement, monthly financial reports and familiarity with Financial Services Support Unit (FSSU).
- Report preparation
- Managing attendance records, admissions and transfers
- Familiarity with on line school databases (e.g. Aladdin, POD & OLCS systems)
- High level of proficiency in I.C.T. and in the use of Microsoft Office 365, G-Suite and other online applications
- Office administration skills including photocopying, laminating, binding
- Experience in the maintenance of office equipment and supplies

##### Personal Qualities:

- Strong interpersonal skills are required as the position requires constant engagement with pupils, staff, parents and stakeholders.

- Good communication, customer service and relationship-building skills
- Excellent administrative and organisational skills
- Ability to work on own initiative and show flexibility consistent with a child-centred environment
- Organisation and time management skills
- The ability to assist the Principal with the daily administration tasks and meeting requests and scheduling events etc.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the post
- Confidentiality is absolutely essential.

**Working Hours and Salary:**

- The secretary will start on the first point of the salary scale as introduced by the Department of Education, details and terms and conditions of which can be found in Circular 36/2022.

- Additional hours during holiday periods as required by the school principal /Board of Management

This position is subject to a six month probationary period.

Status of post: full time

The appointment is subject to Garda Vetting & the successful candidate will be required to undertake Tusla Child Protection Training along with any other training deemed necessary by the Board of Management of the school.

Application Closing Date: 19th May at 12 noon 2023

Commencement Date: August 21th 2023

Interviews date: To be confirmed

Please write 'Secretary Application' on the outside of the envelope.

#### 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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16620T  
**Apply To:** Chairperson Board of Management,  
St.Mary's Road,  
Daingean,  
Co. Offaly  
R35AH95  
**County:** Offaly  
**Enquiries To:** [office@daingeanns.ie](mailto:office@daingeanns.ie)  
**Website:** <https://www.daingeanns.ie>