

ADVERT ID 191350

Secretary

St Patrick's Senior N.S.

Drangan Thurles E41X337
<https://www.drangans.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed May 10 2023
Application Closing Date: Wed May 24 2023
Commencement Date: Fri Sep 1 2023
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 4
Current Enrolment: 54
Droichead school: Yes

POST DETAILS

Additional Information:

St. Patrick's Junior and Senior N.S., Drangan are co-educational schools under the patronage of the Archbishop of Cashel and Emly. The permanent post is for 23 hours per week during term time. The 23 hrs are split evenly between St. Patrick's Junior and Senior N.S. in Drangan.

The successful candidate will have:

- Recognised qualifications/ experience
- A commitment to maintaining confidentiality
- Excellent interpersonal skills, including oral and written communication skills
- Competency and administrative skills to support the maintenance of school financial accounts, including wages, budgets, on line payment systems – Way2Pay
- Accounting experience desirable
- Proficiency in Microsoft applications including Word and Excel
- Ability and willingness to plan and work on own initiative and show flexibility consistent with the nature of the job
- Ability to work in a team environment with Principal and all other school staff
- Familiarity with GDPR and Data Protection and the implementation of same
- Familiarity of working with online school databases, Aladdin, OLCS and Primary Online Database (POD) would be desirable but not essential (training provided)
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment would be desirable
- Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors
- Be required to comply with national vetting requirements

Please apply by post before 2pm on Wednesday 24th May with a letter of application, CV and referees to 'Secretary Position', V. Rev. Fr. T. Lambe, Chairperson B.O.M., Loretto House, Drangan, Thurles, Co. Tipperary.

An internal panel of suitable applicants may be set up to fill vacancies, which may occur within the school year.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19880O
Apply To: 'Secretary Position',
V. Rev. Fr. T. Lambe,
Chairperson B.O.M.,
Loretto House,
Drangan,
Thurles,
Co. Tipperary
County: Tipperary
Enquiries To: office@dranganns.ie
Website: <https://www.dranganns.ie>

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