

ADVERT ID 192676

Secretary

Killeshandra NS

Main Street, Killeshandra, H12 Y2N1
<https://www.killeshandranscoi.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed May 17 2023
Application Closing Date: Tue Jun 6 2023
Commencement Date: Wed Aug 30 2023
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 4
Current Enrolment: 51
Droichead school: No

POST DETAILS

Additional Information:

Killeshandra N.S. (C. of I.) is seeking a part-time secretary to work in the school office. Hours are likely to be 12 hours per week spread over 4 days (final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the Principal).

Essential Criteria:

- Administrative skills and general office experience.
- Excellent typing skills and proficiency in Microsoft applications (Word, Excel) and Google Drive.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record keeping and adherence to procedures and policies.
- Administrative skills to support the management of school finances.
- Ability to plan and work on one's own initiative with the ability to work in a team environment with the Principal and other school staff.
- Flexible attitude and approach to work.
- A high level of confidentiality and discretion is expected.
- Knowledge of GDPR and Data Protection requirements.

Desirable Criteria:

- Knowledge of school software systems including Aladdin, Esinet, OLCS and POD are desirable but not essential as training will be provided.
- Experience of basic financial systems to enable maintenance of school finance records, online payment systems, payroll and revenue returns.

Key Duties & Responsibilities:

- Managing school correspondence and communication.
- Maintaining all financial records.

- Updating, managing and storing school records.
- Liaison with service providers and suppliers.
- General school administration and office management.
- Assisting with the organisation of school events and activities.
- Maintaining records of staff leave.
- Procurement of resources.
- Other duties as allocated by the Principal or Deputy Principal.

The appointment is subject to the following: Garda Vetting, completion of MedMark medical clearance, provision of referee contact details. The successful candidate will also be required to undertake TUSLA child protection training.

The position is subject to a 6 month probationary period.

Secretaries are recruited in line with the terms set out in Circular 36/2022. The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as a school secretary.

APPLICATION REQUIREMENTS

- 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: 11205F
Apply To: The Chairperson,
 Killeshandra N.S. (C. of I.),
 Main Street,
 Killeshandra,
 Co. Cavan.
 H12 Y2N1
County: Cavan
Enquiries To: killeshandranscoi@gmail.com
Website: <https://www.killeshandranscoi.com>

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