

ADVERT ID 193549

Secretary

Scoil Naomh Muire

Keash Ballymote F56NT66

MAIN DETAILS

| | |
|----------------------------------|--------------------------|
| Status: | Deactivated |
| Level: | Primary |
| Date Posted: | Thu May 25 2023 11:02:09 |
| Application Closing Date: | Mon Jun 5 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: | Catholic |
| Total No. of Teaching Staff: | 3 |
| Current Enrolment: | 52 |
| Droichead school: | No |

POST DETAILS

Additional Information: Scoil Naomh Muire, Keash NS, Keash, Ballymote, Co. Sligo is a three-teacher school under the patronage of the Bishop of Achonry seeking a part-time secretary to work in a busy school office. Hours are likely to be 10 hours weekly
Hours will be during the school term only (there will be 6 weeks closure during the school year as per school holidays).
Flexibility may be required at other times to support school events/activities.
The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the school Principal in managing the wide variety of administrative tasks associated with running a vibrant school.
Duties of the post are wide and varied but it is envisaged that a range of specific duties will be assigned to the successful applicant.
This is a fixed-term contract for the duration of the school year.

Personal Qualities:

The successful candidate will be committed and will demonstrate the following personal qualities:

- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative but also to work as part of team.
- Ability to manage multiple tasks and competing priorities, to work under pressure and achieve deadlines
- Reliable and trustworthy and aware of the need to maintain confidentiality in all aspects of the work
- Flexible and able to adapt easily to the needs of the school
- Open to learning new skills and taking on new challenges
- Proactive in identifying opportunities to improve systems and procedures to ensure the smooth running of the school office
- Positive outlook and willing to contribute to the overall development of the school

environment.

Skills and Experience:

- Essential Skills: Administrative skills and general office experience; proficiency in Microsoft applications, to include Word, Excel and Publisher and excellent typing skills; excellent interpersonal skills, including oral and written communication skills; excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies
- Desirable Skills: Knowledge of GDPR and Data Protection requirements; Familiarity with school systems i.e. Aladdin, POD and OLCS systems and with the management of school finances using the FSSU templates and on-line payment systems

The successful candidate will be required to undergo compulsory Garda Vetting and Child Safeguarding training.

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: 15342M
Apply To: Chairperson of the BOM,
Keash NS
Keash
Ballymote
Co. Sligo
F56NT66
County: Sligo
Enquiries To: keashnsprincipal@gmail.com

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.