

ADVERT ID 193897

## Secretary

### Our Lady of Mercy Junior School

Jim Brunnock Road Kells A82 X571  
<https://www.ourladyofmercyjuniorschool.ie>



#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon May 29 2023 10:02:37
Application Closing Date:	Mon Jun 12 2023
Commencement Date:	Mon Aug 28 2023
Status of Post:	Fixed-term
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Junior School
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	20
Current Enrolment:	323
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:

This is a fixed term job sharing post (split week) for one school year (2023/24).

##### Essential Criteria:

- Administrative skills and general office experience.
- Excellent typing skills and proficiency in Microsoft applications (Word, Excel) and Google Drive.
- 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.

##### 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, revenue returns and procurement.

##### Responsibilities include but are not limited to

- General school administration and office management
- Managing school correspondence and communication.
- Maintaining all financial records

- Updating, managing and storing school records.
- Assisting the Principal and staff with the administration of meeting requests and scheduling events.
- Liaison with service providers and suppliers, school users and visitors
- 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.

#### Working Hours and Salary:

The post is 15 hours per week (job sharing, split week) during term time and additional hours during holiday periods as required by the school principal /Board of Management.

Secretaries are recruited in line with the terms and conditions set out in Department of Education Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary.

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 six month probationary period.

Final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the Principal.

### 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:** 12068D  
**Apply To:** Chairperson BoM,  
 Our Lady of Mercy Junior School,  
 Jim Brunnock Road,  
 Kells,  
 Co. Meath.  
 A82 X571  
**County:** Meath  
**Enquiries To:** [sineadcannon@ourladyofmercyjuniorschool.ie](mailto:sineadcannon@ourladyofmercyjuniorschool.ie)  
**Website:** <https://www.ourladyofmercyjuniorschool.ie>

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.