

ADVERT ID 197469

Secretary

The Model School

Bantry Road Dunmanway P47NW66
<https://modeldunmanway.scoilnet.ie/blog/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jun 29 2023
Application Closing Date: Wed Jul 12 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: Other
Total No. of Teaching Staff: 6
Current Enrolment: 100
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of The Model School Dunmanway is seeking a part-time secretary to work in the busy office of our warm and welcoming school. This key role at the heart of our school demands a high level of professionalism, flexibility and initiative working alongside the Principal to ensure the smooth running of the school.

This on-site role is 20 hours per week over 4 days subject to DE approval. The position is subject to a 6-month probationary period. Familiarity with the Church of Ireland ethos is desirable.

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

Essential Personal Qualities:

- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative and also to work as part of a team.
- Ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality.
- Flexible and adaptable to the needs of the school and open to new skills/ challenges.
- Proactive in identifying improvements to ensure smooth systems and procedures.
- Positive outlook and willingness to contribute to overall school development.

Essential Skills & Experience:

- Administrative skills and general office experience including day to day accounts.
- Proficiency in Microsoft applications and excellent typing skills.
- Experience operating in a busy reception environment.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping and adherence to school

procedures & policies.

- Knowledge of GDPR & Data Protection requirements (desirable).
- Familiarity with school systems (e.g Aladdin, POD & OLCS systems) and with the management of school finances, on-line payment systems, payroll, revenue returns, FSSU accounting templates, PRSI, RCT and VAT (desirable).

Key Duties & Responsibilities:

- Acting as the first point of contact for visitors in a friendly and competent manner.
- Managing school correspondence and communication by post, email and telephone.
- Maintaining financial records and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- General school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Maintaining records of staff leave.
- Other duties as allocated by the Principal or Deputy Principal.

Application procedure:

Applications via email only to the Chairperson at: anmhodhscoil@gmail.com

The subject of your email should read 'Secretary Application 2023.'

Please email the following:

1. Letter of application detailing your suitability for the job
2. CV including qualifications, relevant experience and up-to-date referees with summer contact details.

Interviews are expected to take place in person on 20th July 2023. Only shortlisted candidates will be contacted via email with interview details.

The successful candidate will be required to undergo compulsory Garda Vetting, Medmark clearance and Túsla Child Safeguarding training and to provide referee contact details.

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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 05636A
Apply To: Bantry Road
Dunmanway
P47NW66
County: Cork
Enquiries To: anmhodhscoil@gmail.com
Website: <https://modeldunmanway.scoilnet.ie/blog/>