

ADVERT ID 197630

## Secretary

### Our Lady of Mercy NS

Summerhill Bantry, Co. Cork P75XE75  
<https://www.ourladyofmercynationalschool.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Jul 3 2023  
**Application Closing Date:** Mon Jul 17 2023  
**Commencement Date:** Wed Aug 30 2023  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 17  
**Current Enrolment:** 230  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Our Lady of Mercy NS, Bantry is seeking a full-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 and Deputy Principal to ensure the smooth running of the school. This on-site role is for 30 hours per week (approx.) over 5 days. Exact hours to be confirmed by the Department of Education prior to commencement. The position is subject to a 3-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 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: maintenance of school and office supplies, procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Other duties as allocated by the Principal or Deputy Principal.

Application procedure:

Applications via post only to the Chairperson at:

Our Lady of Mercy NS

Summerhill

Bantry

Co. Cork

P75 XE75

The envelope should be clearly marked "Secretary Application"

Please post 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.

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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 09161W  
**Apply To:** The Chairperson  
 Our Lady of Mercy NS  
 Summerhill  
 Bantry, Co. Cork  
 P75XE75  
**County:** Cork  
**Enquiries To:** [principal@olomns.ie](mailto:principal@olomns.ie)  
**Website:** <https://www.ourladyofmercynationalschool.com>

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