

ADVERT ID 203250

Secretary

Carrick NS

Ballinlough Castlerea Ballinlough F45 PV27
<https://www.carrickns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Sep 21 2023 15:55:18
Application Closing Date: Fri Oct 13 2023
Commencement Date: Mon Oct 23 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: 6
Current Enrolment: 99
Droichead school: No

POST DETAILS

Additional Information:

The Board of Management of Carrick NS, Ballinlough, Castlerea, Co. Roscommon is seeking a part-time secretary to work in the busy office of our warm and welcoming school. Applications are welcomed from experienced secretaries/ administrators who are professional, committed and enthusiastic and possess a positive attitude. This key role at the heart of our school demands a high level of professionalism, flexibility and initiative in working alongside the Principal to ensure the smooth running of the school.

This is a part-time position up to 20 hours per week subject to sanction by the Department of Education and Skills. Hours will be during school time and at the start and end of the summer break as per school needs. Flexibility may be required at other times to support school activities/events. The position is subject to a 6-month probationary period and is a fixed-term contract for the duration of the year.

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.
- Proficiency in email, Microsoft applications and excellent typing skills.
- Experience operating in a busy reception/front office 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 all 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 post only to:

The Chairperson,
Carrick NS Board of Management,
Ballinlough,
Castlerea,
Co. Roscommon
F45 PV27
Please mark envelopes 'Secretary Position'

Please include the following:

1. Letter of application detailing your suitability for the job
2. CV including up-to-date referees with contact details.

Only those shortlisted for interview will be contacted and should reply by email only to accept or decline the interview. The email will outline the criteria for interview.

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

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 16009H
Apply To: The Chairperson,
Carrick NS Board of Management,
Ballinlough,
Castlerea,
Co.Roscommon
F45 PV27
County: Roscommon
Enquiries To: carrickns@outlook.com
Website: <https://www.carrickns.ie>

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