

ADVERT ID 203387

Secretary

Presentation Primary School

Station Road Portarlinton N/A R32 HF43
<https://www.presprimary.ie>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Sep 25 2023 13:11:39
Application Closing Date:	Tue Oct 10 2023
Commencement Date:	Mon Nov 6 2023
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Girls
School Patronage:	Catholic
Total No. of Teaching Staff:	34
Current Enrolment:	595
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of Presentation Primary School invites applications for the position of permanent school secretary. This full time permanent position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022 'Revision of Salaries and Annual Leave Arrangements for School Secretaries employed in recognised primary schools'.

The position is subject to compulsory Garda Vetting and a 6-month probationary period. The successful candidate is required to undertake online Tusla Child Protection training.

The role of the School Secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service. The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional and discrete manner.

Responsibilities include but are not be limited to:

- Point of contact for all visitors and enquiries
- Managing school communications systems: phone, email, databases; Aladdin, POD, OLCS etc.
- Management of payments/financial accounts/invoices etc.
- General school administration: filing, photocopying, providing clerical and administrative support to the Principal and school staff as required.
- Office management and maintenance of office equipment, procurement of resources, liaising with service suppliers etc.
- Coordinate our school's admissions process.
- Engage with Continuous Professional Development across all aspects of the job.

The ideal candidate will demonstrate the following skills and competencies

- Professionalism, discretion and the ability to maintain strict confidentiality

- Strong interpersonal skills and oral/written communication abilities
 - Strong ability to use his/her own initiative and to work independently and as a team when required.
 - Excellent bookkeeping skills, including proficiency in online payment systems, ROS, VAT, RCT, etc. and a willingness to upskill on a regular basis as the position requires it.
 - IT skills, including proficiency in Microsoft Office 365, Google drive and willingness to upskill regularly when the position requires it.
 - Knowledge in relation to GDPR and Data Protection
 - Strong planning and organisational skills and strong in the area of attention to detail
 - Flexibility in the varied demands of the job
 - Experience of working successfully in a busy office environment
 - A positive outlook and willingness to contribute to overall school development.
 - Kindness and relates well to children
 - A commitment to upholding our Catholic Ethos
- Please note this job description is not exhaustive and the duties of our school secretary may change in line with the needs of the school.

Please state clearly on the envelope 'Secretarial Position' with the address below.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 155561
Apply To: Chairperson of The Board Of Management
 Presentation Primary School
 Station Road
 Portarlinton
 Co.Laois
 R32 HF43
County: Laois
Enquiries To: info@presprimary.ie
Website: <https://www.presprimary.ie>

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