

ADVERT ID 204811

Secretary

Dumhach NS

Dooagh Achill F28 AK54
<https://www.dooaghns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Oct 19 2023 15:11:50
Application Closing Date: Thu Oct 26 2023
Commencement Date: Mon Nov 6 2023
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 3
Current Enrolment: 33
Droichead school: No

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:

Dooagh NS is seeking an enthusiastic, hard-working School Secretary/Caretaker who is competent and experienced in Office Administration and General Maintenance Duties. The position is part-time and is comprised of 12.5 hours secretarial duties and 8 hours caretaking duties per week.

The secretarial position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The successful candidate will have:

- * Excellent organisational, interpersonal, oral and written communication skills
- * Knowledge of Irish
- * Administrative skills to support the management of school finances (experience of accounting packages desirable)
- * Proficiency in Microsoft Office
- * Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- * General maintenance experience
- * Experience of holding a position of responsibility is preferred
- * A commitment to maintaining high standards and the ability to improve the school environment is required

*A high level of Confidentiality and Discretion is expected

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

- *Act as the first point of contact for visitors to the school.
- *Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.
- *Updating, managing and storing school records in compliance with GDPR.
- *General school administration and office management.
- *Procurement of resources for identified areas of the school.
- *Assisting with the organisation of school events and activities.
- *Maintenance and repair of furniture and fittings
- *Upkeep of school and renewal of paintwork
- *General cleaning of school, cleaning of windows, disposal of rubbish, green areas tidying, etc.
- *Overseeing the general cleaning of the school, to ensure a high standard of hygiene, including inventory of cleaning products
- *Health and safety responsibilities
- *Other related duties

The successful candidate should hold a full driving licence and will be required to work outside the normal school opening hours. This role is one of trust and responsibility requiring the successful candidate to be technically competent, hardworking and practical. They must be capable of working on their own initiative.

The successful candidate must be a good communicator with adults and children, professional, confidential and must understand how their role is crucial to providing a school environment that nurtures and encourages student learning.

A Panel of suitable applicants may be set up to fill vacancies that arise within this school year. Canvassing will disqualify.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	18082E
Apply To:	Dooagh Achill F28 AK54
County:	Mayo
Enquiries To:	principal@dooaghns.ie
Website:	https://www.dooaghns.ie

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