

ADVERT ID 206307

Secretary

Abbeyleix South NS

Ballacolla Road Abbeyleix R32PP79

<https://abbeyleixsouthns.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Nov 23 2023
Application Closing Date:	Thu Dec 7 2023
Commencement Date:	Mon Jan 8 2024
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Church of Ireland
Total No. of Teaching Staff:	7
Current Enrolment:	87
Droichead school:	Yes

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:

The Board of Management of Abbeyleix South National School, Abbeyleix, Co. Laois invites applicants for the position of school secretary. This is a part time, permanent position and is subject to sanction from the Department of Education. The successful applicant will be recruited in line with the terms and conditions as set out in Circular 36/2022. New secretaries will be placed on point 1 of the scale set out in Appendix 1 of the circular, unless they have prior experience as a school secretary. The position is subject to compulsory Garda vetting, Medmark clearance, online TUSLA Child Protection Training and a six month probationary period. This on-site role is for 15 hours per week (9.00 - 12.00 daily) commencing on the 8th of January 2023. Flexibility may be required at times to support school activities and events.

Key Duties Include:

1. Point of contact with all visitors and enquiries
2. Management of school financial accounts - payments payroll, FFSU, excel and corresponding with our school accountant and treasurer of the board.
3. Maintenance of office equipment, procurement of resources and liaising with service providers and suppliers/
4. Managing school communications - phone, email, databases (e.g. Aladdin, POD, OLCS)
5. Office management - maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc
6. Working alongside the school management team and teachers.

The ideal candidate will demonstrate the following competencies:

- * Excellent book-keeping skills including knowledge of ROS, VAT, RCT, online banking etc.
- * Professionalism, discretion and the ability to maintain strict confidentiality.
- * Strong interpersonal and communication skills.
- * A willingness to engage in Continuous Professional Development.
- * ICT proficiency and an interest in upskilling.
- * Knowledge in relation to GDPR and data protection and updating, managing and storing school records in accordance with GDPR compliance.
- * Ability to use own initiative, to work independently and as part of a team.
- * A positive outlook and a willingness to contribute to overall school development.
- * Very good planning and organisational skills

Please send CV and letter of application by post to Abbeyleix South National School, Ballacolla Road, Abbeyleix, Co. Laois, R32PP79.

Please mark 'Secretary Position' clearly on the envelope.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	14260F
Apply To:	Please mark 'Secretary Position' clearly on the envelope. Abbeyleix South National School Ballacolla Road Abbeyleix R32PP79
County:	Laois
Enquiries To:	office@abbeyleixsouthns.ie
Website:	https://abbeyleixsouthns.ie
Further Information:	https://abbeyleixsouthns.ie

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