

ADVERT ID 207463

## Secretary

### Scoil Bhríde

Eglantine Park Douglas Road Cork Cork  
<https://www.eglantine.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jan 10 2024  
**Application Closing Date:** Thu Jan 25 2024  
**Commencement Date:** Mon Feb 5 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Girls  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 25  
**Current Enrolment:** 410  
**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:

Scoil Bhríde, Eglantine is seeking a full-time secretary for 35 hours per week (8.30am – 3.30pm). The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional and discrete manner.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-

- \* Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and Payroll
- \* Managing school correspondence
- \* Maintenance of school and office supplies and operating all office machines.
- \* Maintenance and filing of all documentation
- \* Maintaining records of staff leave
- \* Liaising with representatives of service providers, suppliers, school users and visitors
- \* Working in close co-operation with the principal and staff
- \* Booking courses, venues, buses etc. and make necessary arrangements for school trips, meetings, interviews etc.
- \* Carrying out other duties assigned by the principal and related to the post of school secretary
- \* Co-ordination of internal communications (post, telephone messages, email etc)

Essential Skills/ Knowledge Required:

- \* Excellent interpersonal and organisational skills
- \* Excellent communication skills (both verbal and written)
- \* Excellent typing/IT skills
- \* Excellent attention to detail
- \* The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- \* Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job
- \* A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, Powerpoint) with an ability and willingness to master new applications
- \* Maintaining records of school finances

Desirable Skills/Knowledge:

- \* Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD), Aladdin
- \* Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements
- \* Experience of using school communication systems eg Aladdin Connect or similar

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. This position is subject to a 6 month probationary period. Induction training will be facilitated.

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

- Email

APPLY TO THIS JOB VACANCY

**Roll Number:** 18563U  
**Apply To:** Applications by email only to [secretaryposition@eglantine.ie](mailto:secretaryposition@eglantine.ie)  
**County:** Cork  
**Enquiries To:** [secretaryposition@eglantine.ie](mailto:secretaryposition@eglantine.ie)  
**Website:** <https://www.eglantine.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.