

ADVERT ID 207967

Secretary

Inch NS

Inch, Killeagh, Co. Cork P36YW81
<https://www.inchnationalschool.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Feb 6 2024
Application Closing Date: Wed Feb 21 2024
Commencement Date: Mon Mar 11 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 11
Current Enrolment: 198
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:

Inch National School invites applications for the position of school secretary.

This full time, permanent position of 27 hours 45 mins per week, is subject to sanction by the Department of Education, with secretaries recruited in line with the terms and 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.

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

The successful candidate will have experience in office management and administration

The suitable candidate will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

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

Carrying out other duties assigned by the Principal and related to the post of School Secretary

Working in close co-operation with Principal and staff

Dealing with parents, staff, pupils and visitors in person, by phone and/ or by email/ online in a

courteous and professional manner.
Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD, G- Suite and Payroll,
Managing School Correspondence with professionalism and confidentiality
Management of payments, financial accounts/ invoices ,book-keeping duties, including the use of spreadsheets
Maintenance of the school and office supplies and operating all office machines (photocopier, laminator etc.)
Maintenance and filing of all documentation
Maintaining records of staff leave,CPD and contracts
Liaising with representative of service providers, suppliers, school users and visitors
Liaising with BOM Chairperson, Treasurer and school accountant
Booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings, interviews etc.
Maintaining and updating the school website and facebook
Coordination Of internal communication (post, telephone messages, email etc)
To be aware of and comply with school policies and procedure, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to the appropriate person

Skills/ Knowledge Required:

Excellent interpersonal skills and oral/ written communication abilities
Strong organisational skills and the ability in regard to attention to detail
Excellent typing/it skills, including proficiency in Google Workspace and Microsoft Office, G SUITE and other online applications
Experience of operating database platforms such as or similar to the Online Claims System, OLCS) Pupil Online Database (POD), Aladdin.
Competency in maintaining financial accounts, using Excel, budgets, online banking systems, procurement and monthly financial reports and familiarity with the Financial Services Support Unit (FSSU).
Excellent attention to detail
The ability to assist the Principal with daily administration tasks and meeting requests and scheduling events.
Willingness to upskill where necessary
Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR regulations.
Ability to use own initiative, to work independently and as part of a team
Ability to work closely with the Principal/ Board of management, Parents' Association and staff
Flexibility in the varied demands of the job
Relate well to children
Positive outlook and willingness to contribute to the overall school development
Commitment to uphold the ethos of the school

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18567F

Apply To: Secretary Application
Inch NS,
Inch,
Killeagh,
Co. Cork
P36YW81

Those shortlisted for an interview will be contacted with a reply to their application via email. Please provide your email address in your application

County: Cork

Enquiries To: principal@inchnationalschool.ie

Website: <https://www.inchnationalschool.ie>

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