

ADVERT ID 209334

Secretary

Curraheen Mxd NS

Curraheen Glenbeigh

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Mar 21 2024
Application Closing Date: Fri Apr 5 2024
Commencement Date: Mon Apr 15 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 2
Current Enrolment: 41
Droichead school: No

POST DETAILS

Additional Information:

Curraheen Mxd NS is seeking a part time secretary for 10-12 hours over 3 days

Applications are welcomed from experienced secretaries/administrators who are professional, committed, honest and enthusiastic and possess a positive attitude.

This key role at the heart of our school demands a high level of professionalism, initiative, diplomacy and flexibility. The successful candidate will be working alongside a teaching Principal and AP to ensure the smooth running of the school.

The successful candidate must work on their own initiative.

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 with the management of school finances, on-line payment systems, payroll, revenue returns, FSSU accounting templates, PRSI, RCT and VAT (desirable).

Managing school correspondences (post, telephone messages, email etc.)

Maintenance of school and office supplies and operating all office machines

Maintenance and filing of all documentation

Maintaining records of staff including leave, CPD and contracts

Liaising with representatives of service providers, suppliers, PA, Parents, school users and visitors

Working in close co-operation with the principal and staff

Booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings interviews, events etc.

Carrying out other duties assigned by the Principal, AP and related to the post of school secretary

Administration of the school enrolment process

Assisting with drafting and presentation of school documents

Essential Skills/Knowledge required

Excellent interpersonal and organisational skills and ability to deal with all members of the school community

Excellent communication skills (both verbal and written)

Excellent typing/IT skills

Excellent attention to detail

Proactive in identifying improvements to ensure smooth systems and procedures

Reliability, trustworthiness and strict adherence to confidentiality in all areas of their work and have a clear understanding and adherence to GDPR regulations

Ability to multitask, prioritise, work under pressure and achieve deadlines

The candidate will need to work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job

Maintaining records of school finances, managing online payments and liaising with the Treasurer of the BOM and school accountant as required

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

Salary is as per Department of Education circular 0046/2023

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
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 15978L

Apply To: Mark Envelope as Secretary

Curraheen
Glenbeigh
Co Kerry

County: Kerry

Enquiries To: sncurraheen@gmail.com

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