

ADVERT ID 210177

Secretary

Drumgossatt NS

Drumgossatt Carrickmacross A81 X827
<https://www.drumgossattns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Apr 9 2024
Application Closing Date: Tue Apr 23 2024
Commencement Date: Tue May 7 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 5
Current Enrolment: 93
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:

Drumgossatt NS is seeking an enthusiastic, hard-working School Secretary who is competent and experienced in Office Administration. The position is for 12 hours per week.

The 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
- 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.

Previous School Secretary experience is desirable but not essential as training will be provided. 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
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	14071C
Apply To:	Drumgossatt Carrickmacross A81 X827
County:	Monaghan
Enquiries To:	office@drumgossatt.com
Website:	https://www.drumgossattns.ie

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