

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 14:36:59  
**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](mailto:office@drumgossatt.com)  
**Website:** <https://www.drumgossattns.ie>

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