

ADVERT ID 210260

## Secretary

### Gaelscoil an Athar Tadhg

Bóthar Theas na Dúglaise Dúglas Corcaigh Corcaigh  
<https://www.gaelscoilnaduglaise.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Apr 10 2024 13:05:24  
**Application Closing Date:** Wed Apr 24 2024  
**Commencement Date:** Fri Aug 23 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** Gaelscoil  
**Total No. of Teaching Staff:** 27  
**Current Enrolment:** 450  
**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:** Lorgaíonn an Bord Bainistíochta iarrataisí do phost mar rúnaí scoile. Is post buan é seo do 35 uair a' chloig in aghaidh na seachtaine (8.30 a.m. – 3.30 i.n., Luan go hAoine).  
The Board of Management of Gaelscoil na Dúglaise invites applications for the position of permanent school secretary consisting of 35 hours per week over 5 days.  
This position will be subject to the terms of Department of Education and Skills Circulars and FAQ which are available on the Department of Education website <https://www.gov.ie/en/organisation/department-of-education/> ( e.g. Circular 36/2022 'Revision of Salaries and Annual Leave Arrangements for School Secretaries employed in recognised primary schools', Circular 0007/2024 'Leave Entitlements for School Secretaries employed in Recognised Primary Schools', FAQ guidance documents etc. ).  
The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.  
The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional manner.  
The successful candidate will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.  
This position is subject to a probationary period of 6 months.  
This appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA child protection training.

The ideal candidate should have:

- Recognised Qualifications
- Experience of operating in a busy office environment and/or secretarial experience working in a

child-centred environment.

- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Excellent interpersonal skills, including oral and written communication skills.
- Competency and administrative skills to support the maintenance of financial accounts, including wages, budgets, RCT, on line payment systems, procurement, monthly financial reports and financial regulatory compliance.
- A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications.
- A familiarity of working with online databases such as or like Aladdin, Primary Online Data Base system (POD) & Online Claims system (OLCS), as well as a knowledge of GDPR & Data Protection requirements.
- The ability to assist the Principal with the daily administration tasks, meeting requests and scheduling events etc.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.
- Openness to learning new skills and taking on new challenges.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers etc.
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality.

Only those who are being called to interview will receive communication and it is intended that the invitations to interview will be issued within one week from the closing date. There will be a training period in June 2024.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19882S  
**Apply To:** An Cathaoirleach  
Gaelscoil na Dúglaise  
  
Bóthar Theas na Dúglaise  
Dúglas  
Corcaigh  
T12D702  
**County:** Cork  
**Enquiries To:** [niamh@gaelscoilnaduglaise.ie](mailto:niamh@gaelscoilnaduglaise.ie)  
**Website:** <https://www.gaelscoilnaduglaise.ie>

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