

ADVERT ID 210360

## Secretary

### Glebe NS

Church Hill Wicklow Town Wicklow Wicklow A67X782  
<https://www.glebenswicklow.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Apr 11 2024 15:33:21  
**Application Closing Date:** Fri Apr 26 2024  
**Commencement Date:** Tue Jun 4 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Church of Ireland  
**Total No. of Teaching Staff:** 12  
**Current Enrolment:** 212  
**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:** Glebe NS is seeking a full-time secretary. Applications are welcomed from experienced secretaries/administrators who are confidential, flexible, calm and open-minded. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, efficient and discrete manner. The suitable candidate will be required to work throughout the summer period if needed.

Responsibilities include but are not limited to :

Managing school correspondence (post, telephone messages, email, etc), including liaising with parents, staff, pupils, service providers, school suppliers, PTA and visitors.  
Booking buses, venues, courses, etc, and making necessary arrangements for school trips, meetings, interviews, events, etc.

Organising , maintaining and updating school documentation, databases and filing systems including Aladdin, OLCS, POD, Medmark and Tusla attendance returns.

Managing school financial records including FSSU financial returns to the Dept. of Education, Payroll, and Revenue returns and liaising with the treasurer and school accountant as required.  
Creating and distributing school communication internally and externally.

Creating various rotas, staff timetabling, school calendars, etc.

Maintaining school and office supplies and operating all office machines - photocopier/laminator, etc.

Maintaining and updating the school website.

To be aware of and comply with school policies and procedures, particularly regarding child safeguarding, health and safety, confidentiality, and data protection and report any concerns to an appropriate person.

Managing school correspondence with professionalism and confidentially.  
The ability to assist the Principal and Deputy Principal with daily administration tasks.  
Coordinate and manage the school admissions process.

The ideal candidate will demonstrate the following competencies:

Excellent interpersonal and communication skills(both verbal and written).  
Excellent organisational skills and attention to detail.  
Excellent IT skills.  
Experience in working in a busy office environment.  
Willingness to upskill where necessary.  
The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations.  
Ability to plan and work efficiently.  
Ability to work independently and as part of a team and to show flexibility consistent with the nature of the job.  
Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school.  
Flexibility in the varied demands of the job.  
Relate well to children.

The above job description is not exhaustive

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 14398L

**Apply To:** The Chairperson,  
Glebe NS  
Church Hill  
Wicklow town  
A67X782

Please mark the outside of the envelope with Application.

**County:** Wicklow

**Enquiries To:** [glebewicklow@gmail.com](mailto:glebewicklow@gmail.com)

**Website:** <https://www.glebenswicklow.com>

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