

ADVERT ID 210963

## Secretary / Administrator

### Coláiste Chiaráin

appointments@colaistechiarainathlone.ie Coláiste Chiaráin Summerhill Athlone N37 AH97  
<https://www.ccathlone.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Thu Apr 18 2024 09:47:33  
**Application Closing Date:** Fri May 10 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 13

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 980  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Coláiste Chiaráin Athlone is seeking an enthusiastic, hard-working School Secretary. The position is for two days (13 hours) per week

The successful candidate will have:  
Excellent organisational, interpersonal, oral and written communication skills  
Administrative skills to support the management of school finances (experience of accounting packages desirable)  
Good IT skills  
Ability to plan and work on one's own initiative along with the ability to work in a team environment with school leadership 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, the Online Claims System (OLCS) and the Post 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.

Salary is as per Dept of Education circular 0038/2024  
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

## APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Roll Number:** 68325L  
**Apply To:** [appointments@colaistechiarainathlone.ie](mailto:appointments@colaistechiarainathlone.ie)  
Coláiste Chiaráin  
Summerhill  
Athlone  
N37 AH97  
**County:** Roscommon  
**Enquiries To:** [appointments@colaistechiarainathlone.ie](mailto:appointments@colaistechiarainathlone.ie)  
**Website:** <https://www.ccathlone.ie>  
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