

ADVERT ID 212117

## Secretary

### Ballyshannon NS

Athy Road Ballyshannon Kilcullen R56FF60  
<https://www.ballyshannonschool.eu>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed May 1 2024 08:40:56  
**Application Closing Date:** Wed May 15 2024  
**Commencement Date:** Wed Aug 28 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:** 8  
**Current Enrolment:** 132  
**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:** Ballyshannon National School invites applications for the position of School Secretary. This is a part-time permanent position and will be subject to sanction from the Department of Education. The successful applicant will be recruited in line with the terms and conditions as set out in Circular 36/2022. New secretaries will be placed on point 1 of the scale set out in Appendix 1 of the circular, unless they have prior experience as a school secretary. The position is subject to compulsory Garda vetting, Med mark clearance, online TUSLA Child Protection Training and a six-month probationary period.

Responsibilities include but are not limited to:  
 \* Point of contact for all visitors and enquiries.

\* Managing school correspondence and communications (post, telephone messages, email, etc e.g. Aladdin, POD, OLCS), including liaising with parents, staff, pupils, service providers, school suppliers, PTA and visitors.

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

\* Booking buses, venues, courses, etc, and making necessary arrangements for school trips, meetings, interviews, events, etc.

\* Management of school financial accounts – payments, payroll, FSSU, RCT & VAT returns and corresponding with our treasurer and school accountant as required.

\* Office management – Maintaining school and office supplies and operating all office machines - photocopier/laminator, etc., procurement of resources and liaising with service providers, suppliers 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.

\* Co-ordinating the school admissions process.

\* Working alongside the school management team.

The ideal candidate will demonstrate the following competencies:

\* Professionalism, discretion and the ability to maintain strict confidentiality.

\* Strong interpersonal and communication skills (both verbal and written).

\* Book-keeping skills including knowledge of online banking etc.

\*Experience in working in a busy office environment

\* A willingness to engage in Continuous Professional Development.

\* ICT proficiency and an interest in upskilling.

\* Knowledge in relation to GDPR, data protection, updating, managing and storing school records in accordance with GDPR compliance.

\*Ability to plan and work efficiently.

\* Ability to use own initiative, to work independently and as part of a team.

\* A positive outlook and a willingness to contribute to overall school development.

\* Very good planning and organisational skills.

\*Flexibility in the varied demands of the job.

\*Relate well to children.

#### 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:** 15456E  
**Apply To:** Athy Road  
Ballyshannon  
Kilcullen  
R56FF60  
**County:** Kildare  
**Enquiries To:** [ballyshannonprimary@gmail.com](mailto:ballyshannonprimary@gmail.com)  
**Website:** <https://www.ballyshannonschool.eu>

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