

ADVERT ID 213247

Secretary

Gortaleam NS

Gortaleam Dunmore Galway Galway H54NY66
<https://gortaleamns.ie/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue May 14 2024
Application Closing Date: Fri May 31 2024
Commencement Date: Tue Aug 27 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 4
Current Enrolment: 24
Droichead school: No

POST DETAILS

Additional Information:

This is a permanent position for 8 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 entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.

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.

Applications to be emailed to scoilgort@gmail.com

The School Secretary will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

- General secretarial duties consistent with the role of School Secretary such as Carrying out administrative duties assigned by the Principal.
- Working in close co-operation with Principal, Deputy Principal and staff.
- Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- Organising, maintaining and updating school databases and filing systems such as Compass, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll.
- Competency in maintaining financial accounts, budgets, online banking systems, procurement and monthly financial reports.
- Managing school correspondence with professionalism and confidentiality.
- Maintenance of the school and office supplies and operating all office machines (photocopier,

laminator etc.).

- Maintenance and filing of all documentation.
- Liaising with representative of service providers, suppliers and visitors.
- Assisting with the organisation of school events and activities eg. Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
- Coordination of internal communication (post, telephone messages, email etc.).
- To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person

Skills or Knowledge Required:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances
- Excellent typing/ I.T. skills and attention to detail.
- Willingness to upskill where necessary.
- Ability to use own initiative, to work independently and as part of a team.
- Positive outlook and willingness to contribute to the overall school development.

The above description is not exhaustive.

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

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: 18686N
Apply To: Gortaleam NS
Dunmore
Galway
Galway
H54NY66
County: Galway
Enquiries To: scoilgort@gmail.com
Website: <https://gortaleamns.ie/>

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