

ADVERT ID 213357

Secretary

Scoil Mhuire Naofa

Menlough Ballinasloe H53A3E8
<https://menloughns.scoilnet.ie/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue May 28 2024
Application Closing Date: Mon Jun 10 2024
Commencement Date: Tue Aug 27 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: 6
Current Enrolment: 104

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:

The Board of Management of Scoil Mhuire Naofa NS is seeking a part-time secretary. Applications are welcomed from experienced school secretaries.

This is a part-time position of 12 hours per week and is subject to a 6-month probationary period.

Secretaries are recruited in line with the terms set out in Circular 36/2022. The entry level for this role is on the first point of the scale unless the successful candidate has previous work experience as a school secretary.

Essential Personal Qualities:

- Excellent interpersonal skills
- Ability to work on own initiative and also to work as part of a team.
- Ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality.
- Flexible and adaptable to the needs of the school
- Proactive in identifying improvements to ensure smooth systems and procedures.
- Positive outlook

Essential Skills & Experience:

- Administrative skills and preferably experience as a school secretary
- Proficiency in all Microsoft applications
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping, filing (electronically) and

adherence to school procedures & policies.

- Knowledge of GDPR & Data Protection requirements.
- Knowledge and experience in using the following ; Aladdin, POD, OLCS, FSSU accounting templates, Google Workspace and other school applications.

Key Duties & Responsibilities:

- Assisting the Principal in managing school correspondence and communication by post, email and telephone.
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Assisting the Principal in the administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- Assisting with general school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Other duties as allocated by the Principal

Please include the following:

1. Letter of application detailing your suitability for the job
2. CV including up-to-date referees with contact details.

The successful candidate will be required to undergo compulsory Garda Vetting and Túsla Child Safeguarding training

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: 17877P
Apply To: recruitment@menloughns.com
County: Galway
Enquiries To: info@menloughns.com
Website: <https://menloughns.scoilnet.ie/>

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