

ADVERT ID 218770

Secretary

SN Naomh Breandan

Eanach Dhúin Cor an Dola Co. na Gaillimhe Annaghdown H91C963
<https://www.scoileanachdhuin.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Jun 18 2024
Application Closing Date:	Tue Jul 2 2024
Commencement Date:	Mon Sep 16 2024
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	Scoil sa Ghaeltacht
Total No. of Teaching Staff:	8
Current Enrolment:	141
Droichead school:	Yes Gaelscoil

POST DETAILS

Additional Information:

Tá Bord Bainistíochta Scoil Naomh Breandán ag earcú rúnaí ar bhonn lán-aimseartha. Beidh an post seo ag cloí leis na tearmaí agus na coinníollacha a ghabhann le Ciorclán 36/2022 ón Roinn Oideachais.

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.

Ní mór don té a cheapfar a bheith líofa sa Ghaeilge & Béarla. Beidh an rúnaí ag obair faoi stiúir an phríomhoide. Tá ardscoilleana bainistíochta oifige, ardscoilleana cumarsáide agus ardscoilleana eagrúcháin de dhíth don phost. Ní mór don té a cheapfar a bheith ábalta obair go neamhspleách as a stuaim féin agus mar chuid d'fhoireann. Tá eolas agus taithí in úsáid na teicneolaíochta riachtanach don phost. Bheadh tuiscint ag an té a cheapfar ar an tábhacht a bhaineann le rúndacht agus le bheith discréideach agus é/í i mbun a c(h)uid dualgaisí.

A high level of Irish and English is desirable for this role.

The successful candidate will have experience in office management and administration.

The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.

The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional manner alongside other administrative

staff.

The successful candidate will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.

Responsibilities include but are not limited to:

General secretarial duties consistent with the role of School Secretary and as outlined in the skills/ knowledge required below:

- Managing school correspondence (post, telephone messages, email etc.), including liaising with parents, staff, pupils, service providers, school suppliers, PA and visitors in a courteous, confidential and professional manner
- Organising, maintaining, and updating school databases and filing systems to include Databiz, OLCS, POD, Payroll, Medmark, TUSLA attendance forms
- Management of payments, financial accounts, invoices, book-keeping duties, including the use of spreadsheets in compliance with the FSSU
- Maintenance of the school and office supplies and operating all office machines
- Maintenance and filing of all documentation including enrolments, staff leave, CPD and contracts
- Booking substitutes for staff absences
- Booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings, interviews 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, enrolments, confidentiality, data protection and report any concerns to the appropriate person.
- Carrying out other duties assigned by the Principal and related to the post of School Secretary.

Skills/ Knowledge Required:

- Excellent interpersonal skills and oral / written communication abilities
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment.
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Excellent IT skills, including proficiency in Google Workspace and Microsoft Office, G SUITE and other online applications
- Experience of operating database platforms such as or similar to the Online Claims System (OLCS) Pupil Online Database (POD), Databiz/Aladdin.
- Competency in maintaining financial accounts, using Excel, budgets, online banking systems, procurement and monthly financial reports and familiarity with the Financial Services Support Unit (FSSU)
- Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR regulations
- The ability to assist the Principal with daily administration tasks, meeting requests and scheduling events
- Ability to use own initiative and work efficiently both independently and as part of a team
- Ability to prioritise, multitask and work to strict deadlines
- Team orientated and collaborative with a calm and flexible attitude
- Positive outlook and willingness to contribute to the overall school development
- Respect the Catholic ethos of the school
- Relate well to children
- Willingness to upskill where necessary

Initial duties may be subject to change.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training.

The entry level for this role is on the first point of the scale unless the candidate has previous experience as a School Secretary.

This position is subject to a six-month probationary period.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18163E
Apply To: Eanach Dhúin
Cor an Dola
Co. na Gaillimhe
Annaghdown
H91C963
County: Galway
Enquiries To: priomhoide@scoileanachdhuin.ie
Website: <https://www.scoileanachdhuin.ie>

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