

ADVERT ID 219630

## Secretary

### Castledockrell National School

Castledockrell Ballycarney Enniscorthy Y21N968

<https://castledockrell.weebly.com>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Jul 31 2024 12:16:41
Application Closing Date:	Sat Aug 17 2024
Commencement Date:	Thu Oct 17 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:	3
Current Enrolment:	32

#### 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:

Castledockrell National School, Enniscorthy, invites applications for the position of School Secretary. This is an 18 hour part-time position, working days being Mondays, Wednesdays and Fridays, 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. POD, OLCS), including liaising with parents, staff, pupils, service providers, school suppliers, PA and visitors.

\*Organising, maintaining and updating school documentation, databases and filing systems including 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 – e.g; 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 an 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

<b>Roll Number:</b>	17519M
<b>Apply To:</b>	Castledockrell National School Ballycarney Enniscorthy Y21N968
<b>County:</b>	Wexford
<b>Enquiries To:</b>	<a href="mailto:castledockrellnschool@gmail.com">castledockrellnschool@gmail.com</a>
<b>Website:</b>	<a href="https://castledockrell.weebly.com">https://castledockrell.weebly.com</a>