

ADVERT ID 221421

## Secretary

### Castleknock NS

Castleknock National School Main Street Castleknock Dublin 15 D15 PV38

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Fri Jul 26 2024 10:43:20
<b>Application Closing Date:</b>	Thu Aug 8 2024
<b>Commencement Date:</b>	Tue Aug 27 2024
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Church of Ireland
<b>Total No. of Teaching Staff:</b>	12
<b>Current Enrolment:</b>	202

#### 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 Castleknock NS is seeking a secretary on a full-time, permanent basis.

The position will be subject to the terms of Circular 0036/2022 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 appointment is subject to Garda Vetting and the candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a probationary period. Handover and induction training will be facilitated.

The School Secretary is 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.

This position requires experience in office management and administration. Experience within an educational setting is preferable.

The successful candidate will have:

Excellent interpersonal and communication skills (both oral and written).

Administrative and secretarial skills.

Proficiency in ICT including word processing, spreadsheets, email etc.

Knowledge of GDPR & Data Protection requirements.

Excellent organisational skills, ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.

The ability to work on own initiative and as part of a team.

Reliability, trustworthiness and strict adherence to confidentiality.

Flexibility to the needs of the school.

Knowledge in operating and maintaining a school online banking and payment scheme.

A commitment to uphold the ethos of Castleknock NS.

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some of the following: Databiz, POD, OLCS, FSSU accounting templates, Microsoft Office, TUSLA returns and other school applications.

**Key Duties & Responsibilities:**

Responsibilities include, but are not limited to:

Working in close co-operation with the Principal, Deputy Principal and school staff.

Carrying out other duties assigned by the principal and related to the post of school secretary.

Being the first point of contact for all visitors to the school and dealing with parents, visitors etc. in a welcoming manner.

Communicating with parents, staff, pupils and visitors, in person, by phone and by email in a courteous, and professional manner.

General secretarial and administrative duties consistent with the role of the school.

Liaison with representatives of service providers, suppliers, school users and visitors.

Managing school correspondence with professionalism and confidentiality.

Organising, maintaining and updating school databases and filing systems to include Databiz, OLCS, POD, Revenue and payroll systems.

Maintaining records of school finances including cash collections, bank payments and entering and recording payments on an accounting system.

Maintenance and filing of all invoices and documentation.

Maintenance of records of staff leave and supporting substitute cover process.

Maintenance of school and office supplies and operating offices machines (e.g. photocopier, printer etc.)

Assisting the Principal and staff in managing school correspondence, communication by post, telephone, email and other school platforms.

Assisting the Treasurer in maintaining all financial records and managing online payments.

Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.

Attend meetings and events as required.

Applications should be submitted by email to: [principal@castleknocknationalschool.ie](mailto:principal@castleknocknationalschool.ie).

Please include 'Secretary Application' in the subject line.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 18623M  
**Apply To:** Castleknock National School  
Main Street  
Castleknock  
Dublin 15  
D15 PV38  
**County:** Dublin  
**Postal District:** Dublin 15  
**Enquiries To:** [principal@castleknocknationalschool.ie](mailto:principal@castleknocknationalschool.ie)  
**Website:**