

ADVERT ID 222088

Secretary / Administrator

Colaiste Muire - Realt na Mara

Crosshaven Co. Cork Cork P43HC98
<https://colaistemuirecrosshaven.org>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Aug 2 2024
Application Closing Date: Mon Aug 12 2024
Commencement Date: Mon Sep 2 2024
Status of Post: Fixed Purpose
Number of Vacancies: 1
Number of hours per week: 17.5

SCHOOL DETAILS

School Type: Voluntary Secondary School

POST DETAILS

Additional Information:

Colaiste Muire Realt na Mara Crosshaven is seeking an enthusiastic, hard-working Post Primary School Secretary/Administrator who is competent and experienced in Office Administration. This position is for 17 ½ hours a week approx. (Exact hours to be confirmed by Dept of Education before commencement). The position will be subject to the terms of most recent Circular revision of Salaries and Annual leave arrangements for School Secretaries. The successful candidates will be working week on week off as part of a job sharing arrangement.

The successful candidate will have:

1. Excellent organisational, interpersonal, oral and written communications skills.
2. Administrative skills to support the management of school finances, correspondence, communications
3. Proficiency in Microsoft Office, Google platform, vsware, unique schools app etc
4. Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff.
5. A high level of Confidentiality and Discretion is essential

The successful candidate will undertake duties and have responsibilities pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

- Acting as the first point of contact for visitors to the school.
- Managing school communications: phone, email, Unique schools app and Vsware (School Database Platform), Department of Education Databases – The Online Claims System (OLCS) and Post Primary Online Database (PPOD), School Accounting.ie, Banking, sage etc.
- Updating, managing and storing school records in compliance with GDPR.
- General school administration and office management.
- Procurement of resources for identified areas of the school.
- Assisting with the organisation of school events and activities.

The position can only be filled pending approval of the Department of Education & Skills and the Board of Management of Coláiste Muire, Crosshaven. Shortlisting may apply and only those shortlisted will be contacted. Applications will be accepted by email only

This appointment is subject to the following:

Garda vetting; completion of MedMark medical clearance; provision of referee contact details;

and the successful candidate will be required to undertake TUSLA child protection training.

Please email letter of application, CV and two current references to applications@colaistemuirecrosshaven.org with School Secretary/Administrator as the email subject to arrive on or before 12noon on Monday Aug 12th 2024. Coláiste Muire, Crosshaven is an equal opportunities employer.

This position is available for the coming academic year 24-25 in a job sharing capacity and will terminate on Aug 31st 2025.

Please consult the current circular for rates of pay for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as a school secretary as per terms and conditions of the government circular.

Provisional dates of interview: Friday Aug 16th 2024

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
- References (written)
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	62200H
Apply To:	applications@colaistemuirecrosshaven.org
County:	Cork
Enquiries To:	applications@colaistemuirecrosshaven.org
Website:	https://colaistemuirecrosshaven.org
Further Information:	https://www.colaistemuirecrosshaven.org

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