

ADVERT ID 226625

Secretary

Scoil Eoin Baiste Kilbrin NS

Kilbrin Kanturk Kanturk P51 Y223
<https://www.kilbrinns.ie>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Oct 22 2024
Application Closing Date:	Tue Oct 29 2024
Commencement Date:	Mon Nov 4 2024
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	4
Current Enrolment:	65
Droichead school:	No

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 Eoin Baiste invites applications for the position of secretary for 12.5 working hours per week.

The School Secretary is an integral part of our school community, working closely with the school principal, and will manage the school office in a welcoming, professional, and discreet manner.

This position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022.

The successful candidate should have:

- Recognised Qualifications
- 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 interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including wages, budgets, procurement and financial reports
- A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications
- Organising, maintaining and updating school databases and filing systems such as Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll as well as a knowledge of GDPR & Data Protection

requirements

- Maintaining records of school finances and knowledge of FSSU Guidelines
- The ability to assist the principal with the daily administration tasks, meeting requests, scheduling events, managing school correspondence, postage etc.
- Updating, managing and storing school records in compliance with GDPR
- *Positive outlook and willingness to contribute to overall school development.
- Commitment to uphold the ethos of the school.

The above job description is not exhaustive.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19342J
Apply To: jobapplications@kilbrinns.org.
Please mark the subject line 'Secretary Position'
County: Cork
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