

ID FÃ©GRA 227014

RÃ©naÃ©

SN Phadraig

Ballybryan Baile Bhriain Rhode Rhode R35 X670
<https://ballybryanns.ie>



PRÃ©OMHSHONRAÃ©

StÃ©idas: DÃ©ghnÃ©mhaithe
LeibhÃ©al: Bunscoil
DÃ©ta PostÃ©ilte: Luan Samh 4 2024 10:54:46
SpriocdhÃ©ta le haghaidh larratas: Aoine Samh 15 2024
DÃ©ta Tosaithe: Luan Ean 6 2025
StÃ©idas an Phoist: Buan
LÃ©on na bhFolÃ©ntas: 1

SONRAÃ© SCOILE

CineÃ©il Scoile: PrÃ©omhshruth
StruchtÃ©r na Scoile: Ingearach
Inscne: Comhoideachas
PÃ©trÃ©nacht na Scoile: Caitliceach
LÃ©on lomiÃ©n na mBall: 11
Foirne MÃ©nteoireachta:
Rolla Reatha: 126
Scoil Droichead: TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

Job Description:

The School Secretary will play a pivotal role in the day-to-day running of the school's administrative operations. This is a part-time, permanent position of 20 hours/week, providing key support to the Principal, staff, students, and parents. The candidate will maintain a professional and welcoming front of office while ensuring the smooth running of all administrative tasks.

Key Responsibilities:

- Acting as the first point of contact for visitors, parents, and students, and handling all enquiries efficiently.
- Managing phone calls, emails, and correspondence on behalf of the school.
- Maintaining accurate and up-to-date student records, including attendance, enrolment, and admissions.
- Assisting with financial administration tasks such as invoicing and school accounts on Microsoft Office and online banking, payments, payroll and corresponding with one school account.
- Maintaining records of leave, CPD and contracts.
- Providing administrative support to the Principal and teaching staff.
- Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS and POD.
- Supporting the communication of key information to parents and staff through Aladdin.
- Ensuring the confidentiality and security of student and staff information in compliance with GDPR.
- Making arrangements for school trips, events etc.
- Carrying out other duties assigned by the Principal and related to the post of school Secretary.

Essential Criteria:

- Proven experience in an administrative or secretarial role.
- Strong interpersonal and communication skills.
- Ability to work both independently and as part of a team.
- Ability to take and follow instruction.
- Team oriented and collaborative.
- Flexibility in the demands of the job.
- Strong IT skills, with proficiency in Microsoft Office (Word & Excel)
- Excellent organisational and time management skills, with the ability to multitask and prioritise in a busy environment.
- Competency in maintaining financial accounts including wages, budgets and procurement using online banking.
- A commitment to maintaining confidentiality and discretion.
- A high level of accuracy and attention to detail.
- Positive outlook and willing to contribute to the overall school development.

Desirable Criteria:

- Experience working in a primary school or other educational institution.
- A proactive approach to improving school office processes and systems.

Salary and Benefits:

- The Secretary will be paid directly by the Department of Education.
- Subject to the terms of Department of Education Circular 36/2022 and 48/2024.
- Annual leave entitlement in line with school holidays and statutory leave provisions.
- Opportunities for professional development and training.
- This position is subject to a six month probationary period.

How to Apply:

Interested candidates should submit a Letter of Application and a comprehensive CV, including referees, outlining relevant experience to the Secretary of the Board of Management by email to the following email address:

principal.ballybryan@gmail.com

The closing date for receipt of applications is Friday 15th November at 3pm. Please ensure to include contact details for at least two referees.

Shortlisted candidates will be invited for an interview.

Scoil PhÁrdaig Ballybryan is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory reference checks and Garda vetting.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhála.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

Uimhir Rolla:	18328K
Cuir Iarratas Chuig:	principal.ballybryan@gmail.com
Contae:	Uíbh Fhailé
Ceisteanna Chuig:	ballybryans@gmail.com
Suíomh Grádasáin:	https://ballybryans.ie

Is ag IPPN atá an cúlpeacht i dtaca leis an fhaisnéis san fhógra seo agus d'anann IPPN á a cheadá le haghaidh áise ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áosáil, a chéile níl a áise chun críoche ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fógraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.