ADVERT ID 227014

Secretary

SN Phadraig

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

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Nov 4 2024
Application Closing Date:	Fri Nov 15 2024
Commencement Date:	Mon Jan 6 2025
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	11
Current Enrolment:	126
Droichead school:	Yes

POST DETAILS

Additional Information:
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 Phádraig 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.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	18328K
Apply To:	principal.ballybryan@gmail.com
County:	Offaly
Enquiries To:	ballybryanns@gmail.com
Website:	https://ballybryanns.ie

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