ADVERT ID 229029

Secretary

SN Seamus Naofa

Robinstown Glenmore Co. Kilkenny Y34 C527
https://www.glenmorenationalschool.com

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Jan 10 2025
Application Closing Date:	Fri Jan 31 2025
Commencement Date:	Mon Feb 3 2025
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	8
Current Enrolment:	92
Droichead school:	No

POST DETAILS

Additional Information:
This is a part-time post of 10 hours per week. These may increase following review.

The ideal candidate should have:
Secretarial experience in a busy office environment and/or secretarial experience working in a child-centred environment.
Familiarity with online school databases (e.g., Aladdin, POD & OLCS systems).
Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.
Excellent interpersonal skills, including oral and written communication skills.
Competency in maintaining financial accounts, including wages, online payment systems, procurement, and monthly financial reports.
A high level of proficiency in ICT and the use of Google Drive and other online applications.
Office administration skills including photocopying, laminating, binding, etc.
Knowledge of GDPR & Data Protection requirements.
Ability to assist the Principal with daily administration tasks, meeting requirements, and scheduling events.
Experience in the maintenance of office equipment and supplies and liaising with service providers, suppliers, school users, and visitors.
Confidentiality and professionalism are absolutely essential.
Manage the school office in a welcoming and professional manner.
Point of contact for all visitors and enquiries.
Manage school communications: phone, email, databases (e.g., Aladdin, POD, OLCS).
Management of payments/financial accounts/invoices and payroll.

General school administration: filing, photocopying, and providing clerical and administrative support to the Principal, Deputy Principal, and staff as required.

Office management, maintenance of office equipment, procurement of resources, and liaising with service providers, suppliers, etc.
Coordinate the school admissions process.

The ideal candidate will demonstrate the following competencies:
Professionalism, discretion, and the ability to maintain strict confidentiality.
Strong interpersonal and oral/written communication abilities.
IT skills, including proficiency in Microsoft and willingness to upskill as needed.
Strong organisational skills and attention to detail.
Ability to use initiative, work independently, and as part of a team.
Planning and organisational skills.
Ability to work closely with the Principal, Deputy Principal, staff, and Board of Management.
Flexibility to meet the varied demands of the role and show initiative when required.
Positive outlook and willingness to contribute to the overall development of the school.
Commitment to uphold the ethos of the school.

The above job description is not exhaustive.
Shortlisting will apply, and those shortlisted will be called for an interview.
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection. The position is subject to a 12 month probation period.
Please mark envelopes with 'Secretary Application'

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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	18158L
Apply To:	Secretary Application Chairperson Board of Management Glenmore NS Glenmore Co. Kilkenny Via Waterford Y34 C527
County:	Kilkenny
Enquiries To:	glenmorens@gmail.com
Website:	https://www.glenmorenationalschool.com

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