

ADVERT ID 229327

## Secretary

### St Michaels & St Patrick's NS

Cootehall Boyle F52TV26  
<https://www.cootehallns.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Jan 23 2025  
**Application Closing Date:** Thu Feb 6 2025  
**Commencement Date:** Mon Mar 3 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 9  
**Current Enrolment:** 161  
**Droichead school:** Yes

#### 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:

This is a part-time post of 20 hours per week.

The candidate will be required to work his/her part-time hours in the school. Payment is on the first point of the scale, unless the candidate can provide evidence of previous experience as a school secretary, in which case the rules set out in Circular 36/2022 may be applied.

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion, and the ability to maintain strict confidentiality.
- The successful candidate will uphold the school's Catholic ethos.

The ideal candidate should have:

- Secretarial experience 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 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.
- 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.

- Office administration skills including photocopying, laminating, binding, etc.
- Knowledge of GDPR & Data Protection requirements.
- Be familiar with and manage school communications: phone, email and databases (e.g., Aladdin, POD, OLCS).
- Management of payments/financial accounts/invoices and payroll.

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 the TUSLA Children First E learning programme. The position is subject to a 6 month probation period.

Please mark envelopes with 'Secretary Application' and post to The Chairperson, Cootehall NS, Cootehall, Boyle F52TV26 or email applications to [cootehallnsposts@gmail.com](mailto:cootehallnsposts@gmail.com) before 5pm Thursday February 6th.

#### 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
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19720P

**Apply To:** By email to  
[cootehallnsposts @ gmail.com](mailto:cootehallnsposts@gmail.com)  
or by post to  
The Chairperson,  
St. Michael&#039;s & St. Patrick&#039;s N.S.  
Cootehall  
Boyle,  
Co. Roscommon  
F52TV26

**County:** Roscommon

**Enquiries To:** [cootehallns@gmail.com](mailto:cootehallns@gmail.com)

**Website:** <https://www.cootehallns.com>

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