

ADVERT ID 229485

Secretary

SN Muire Naofa

Pollach Tullamore R35K521
<https://www.pulloughns.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jan 31 2025
Application Closing Date: Fri Feb 14 2025
Commencement Date: Mon Feb 24 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 6
Current Enrolment: 78
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 position (18.5 hours per week).

St. Mary's NS is a co-educational rural primary School under the patronage of the diocese of Ardagh & Clonmacnoise.

The ideal candidate should have/the role will entail:

Secretarial experience in a busy office environment and/or child-centred environment.
 Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.
 Excellent organisational and interpersonal skills, including oral and written communication skills.
 Competency in maintaining financial accounts, including wages, online payment systems, procurement, and monthly financial reports (FSSU/Brightbooks) and management of payments/financial accounts/invoices and payroll.
 A high level of proficiency in ICT and the use of Microsoft 365 and other online applications and willingness to upskill as needed.
 Office administration skills including photocopying, laminating, binding, etc.
 Knowledge of GDPR & Data Protection requirements.
 Ability to assist the Principal with daily administration tasks.
 Confidentiality and professionalism are absolutely essential.
 Manage school communications: phone, email, databases.
 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 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.
The above list is not exhaustive.

Please mark envelopes with 'Secretary Application'.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Bound)
- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	17069H
Apply To:	Tom Naughton Pullough NS Pullough Tullamore Co. Offaly R35K521
County:	Offaly
Enquiries To:	info@pulloughns.com
Website:	https://www.pulloughns.com

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