

ADVERT ID 229831

## Secretary

### St Joseph's Mercy Primary School

Railway Street Navan (An Uaimh) C15 EA40  
<https://www.stjosephsmercypsnavan.ie>



#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Feb 17 2025 18:54:24
Application Closing Date:	Tue Mar 4 2025
Commencement Date:	Mon Apr 28 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:	25
Current Enrolment:	392
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

St. Joseph's Mercy Primary School is an Urban DEIS Band 1 school.

Our aim is to promote the spiritual, academic, social and physical development of the students in our care in a climate where the dignity of each individual is recognised and respected.

The Board of Management of St. Joseph's Mercy Primary School invites applications for the position of school secretary. This is a full-time, permanent position for 37 in-person hours per week. This position will be subject to the terms of circulars 0036/2022, 007/2024 and 0078/2024.

The entry level for this role is the first point on the scale unless the candidate has previous work experience as a school secretary. The Department of Education may consider work experience held in other relevant settings.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. The position is subject to a six-month probationary period.

The successful candidate will demonstrate

- commitment and diligence;
- excellent communication and interpersonal skills;
- fluency and proficiency in the English language;
- honesty and reliability;
- a positive outlook and willingness to contribute to the overall development of the school;
- an understanding of the importance of discretion and confidentiality;
- the ability to work on his / her own initiative and to be self-motivated;
- the ability to prioritise in a busy, and sometimes pressurised, setting;
- the ability to be a team player;
- a commitment to the upholding of the Mercy and Catholic ethos of St. Joseph's Mercy Primary

School.

Key duties and responsibilities will include, but are not limited to

- working in close co-operation with the Principal, Deputy Principal and school staff;
- carrying out other duties as assigned by the Principal, related to the post of school secretary;
- admitting and being the first point of contact for all visitors to the school, and dealing with parents, pupils, visitors, etc. in a welcoming, friendly and respectful manner;
- communicating with staff, parents, pupils and visitors in person, by phone and by email in a courteous and professional manner;
- carrying out secretarial and administrative duties consistent with the role of secretary;
- liaising with representatives of service providers, suppliers and school users;
- organising, maintaining and updating school databases and filing systems including Aladdin, POD, revenue and payroll systems;
- maintaining and filing invoices and documentation;
- maintaining office supplies;
- operating office machines ;
- assisting the Principal and staff in managing school correspondence as appropriate;
- managing communication by email, telephone and Aladdin ;
- updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.

It would be desirable that the candidate would have prior experience in using some or all of the following:

- Online Claims System (OLCS)
- Pupil Online Database (POD)
- Aladdin
- FSSU accounting templates
- Microsoft Office

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16100Q

**Apply To:** Please submit a Letter of Application, Curriculum Vitae and the contact details of two recent workplace referees. Applications should be made to The Chairperson by email only to [positionstjosephsps@gmail.com](mailto:positionstjosephsps@gmail.com)

The closing date for applications is 3pm on Tuesday, 4th March 2025.

Shortlisted candidates will be contacted by email with interview details.  
The successful candidate may be required to undertake relevant training as appropriate.

**County:** Meath

**Enquiries To:** Enquiries may be made by email only to [positionqueries@gmail.com](mailto:positionqueries@gmail.com).

**Website:** <https://www.stjosephsmercypsnavan.ie>