

ADVERT ID 230097

Secretary

St Paul's Primary School

Abbeylands Navan, Co. na Mí C15 V067
<https://www.stpaulsschool.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Mar 3 2025
Application Closing Date: Mon Mar 17 2025
Commencement Date: Mon Apr 28 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: 48
Current Enrolment: 760
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:

School Secretary/Part-Time Book-Keeper

We are looking for a part time School Secretary/Book-Keeper/ required (2 days per week, 8:30am to 4:00pm) for a busy Primary School office in Navan town with a view to a full-time role (5 days - 37 hours per week in person) in approximately 12/24 months.

The ideal candidate would be someone who has good all round administration skills, is confident in their own ability, that can turn their hand to any task and who is looking for a gradual step to a long-term stable role. Excellent attention to detail is an absolute must. The ideal candidate will have a passion for numbers and a keen eye for detail, with a proven track record in a busy office with administration and bookkeeping experience.

The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, efficient and discrete manner. The suitable candidate is required to work throughout the summer period.

Key Responsibilities:

Show excellent attention to detail in both school administrative and bookkeeping tasks.
Possess strong IT skills and the ability to quickly learn and navigate new systems
Process and manage fortnightly payroll and PAYE
Maintain accurate financial records and prepare monthly reports as well as annual reports to the FSSU and school accountant.

Reconcile bank statements and credit card transactions.
Processing payments, invoices, income and receipts and entering data into accounting software (SURF).
Preparing financial statements showing business income and expenditure.
Managing teachers' expenses/sundries money.
Prepare and submit Revenue, RCT and VAT returns
Liaising with the Board of Management's Treasurer and school accountant as required.
Being aware of and complying with school policies and procedures, particularly regarding child safeguarding, health and safety, confidentiality, and data protection and reporting any concerns to an appropriate person.
Managing school correspondence (post, telephone messages, email, etc), including liaising with parents, staff, pupils, service providers, school suppliers, Parents' Association and visitors.
Organising, maintaining and updating school documentation, databases and filing systems including Aladdin, OLCS, POD, Medmark and Tusla attendance returns.

The ideal candidate will demonstrate the following competencies:
Exhibit a willingness to learn and readily absorb new information in a fast-paced environment.
Managing school correspondence with professionalism and confidentiality.
Excellent interpersonal and communication skills (both verbal and written).
Excellent organisational skills and attention to detail.
Excellent IT skills.
Experience in working in a busy office environment.
Willingness to upskill where necessary.
The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations.
Ability to plan and work independently & efficiently.
Ability to work independently and as part of a team and to show flexibility consistent with the nature of the job.
Ability to multi-task and remain calm under pressure
Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school.
Flexibility in the varied demands of the job.
Willingness to get involved and help out in extra curricular activities that may take place outside of normal school hours.
Relate well to children and adults.
The ability to assist the Principal and Deputy Principal with daily administration tasks.
Familiarising yourself with Department circulars when they are issued.
Carrying out all other tasks and duties that may arise to meet the evolving needs of the school

Experience:
At least 2 years experience in Accounting/ Bookkeeping/Finance is essential.
Experience in the secretary/receptionist role is preferred.

Other Information:
On a part-time basis (2 days per week), the candidate will be paid an hourly rate in line with the department of education's school secretary's hourly rate, starting at €15.96

If the candidate was appointed full time in the future, the position will be subject to the terms of Circular 0020/2025 Revision of Salaries and Annual Leave Arrangements for School Secretaries.
The position is subject to a 6-month probationary period and satisfactory Garda Vetting.

The successful candidate will be required to undertake TUSLA child protection training.
<https://www.tusla.ie/children-first/children-first-e-learning-programme/>

We would like the candidate to start after Easter, April 2025.

Please email your letter of application and CV to principal@stpaulsschool.ie

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19671F
Apply To: Abbeylands
Navan, Co. na Mí
C15 V067
County: Meath
Enquiries To: principal@stpaulsschool.ie
Website: <https://www.stpaulsschool.ie>

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