

ADVERT ID 230997

Secretary

Courtenay NS

Courtenay NS Gortboy Newcastle West V42X343
<https://www.courtenayschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Mar 31 2025 11:35:45
Application Closing Date: Wed Apr 23 2025
Commencement Date: Mon Aug 18 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Boys
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 29
Current Enrolment: 263
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Courtenay National School invites applications for the position of school secretary. This position is for 25 working hours per week, paid by the Department of Education NTS payroll.

The ideal candidate would have:

- A clear understanding of the role of school secretary
- Excellent interpersonal skills, including oral and written communication skills.
- Relevant Qualifications and/or experience in a similar setting
- Administrative and organisational skills, a knowledge and understanding of the principles of GDPR, good record keeping and complying with Department of Education guidelines.
- Book keeping skills including recording of school income and expenditure, payment of wages of bus escorts and ancillary staff, budget keeping, making online payments, procurement and preparation of financial reports in consultation with the school treasurer and Board of Management.
- A high level of proficiency in I.T. and in the use of Microsoft Office.
- Familiarity of working with online school databases including Aladdin, POD & OLCS systems an advantage.
- Capacity to plan and work efficiently on own initiative
- Capacity to work in a respectful and professional manner demonstrating the flexibility consistent with the nature of this role
- Recording attendance of staff and visitors for the purpose of school Health and Safety records
- Overseeing the maintenance and supply of office equipment and stationery supplies.
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality

Please clearly indicate "SECRETARY APPLICATION" on the envelope.

The appointment is subject to Garda Vetting and the successful candidate will be required to

undertake TUSLA Child protection Training and training in GDPR.

A panel of applicants may be set up to fill vacancies which may occur within 4 months from the date on which the Board approves the successful candidate.

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: 17951B
Apply To: Richard Collins
Chairperson, Board of Management,
Courtenay National School,
Gortboy,
Newcastle West
Co. Limerick
V42X343.
County: Limerick
Enquiries To: info@courtenayschool.ie
Website: <https://www.courtenayschool.ie>
Further Information: <https://www.courtenayschool.ie>

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