

ADVERT ID 231724

Secretary

St Farnans NS

Killeenduff Easkey F26KX78
<https://www.killeenduffns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sun Apr 6 2025 06:48:08
Application Closing Date: Fri Apr 25 2025
Commencement Date: Mon Jun 9 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: 2
Droichead school: No

POST DETAILS

Additional Information:

Shared Secretary Position

This is a part-time position of 24 hours per week. 12 hours will be in Killeenduff NS (St. Farnan's NS) and 12 hours will be in St Mary's NS, Kilrusheighter. This position is for 52 weeks of the year and holidays must be taken during school closures. The candidate will hold a separate contract in both schools. This position will be subject to the terms and conditions of circular 0036/22. The position is subject to a 6 month probationary period in each school. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The appointment will be subject to Garda Vetting.

The agreed general working pattern for the position will be every Monday and Thursday in Killeenduff NS and every Tuesday and Friday in St Mary's NS, Kilrusheighter. Wednesday each week will be alternated between the schools. This arrangement is subject to change based on the discretion of management.

The eircode for Killeenduff NS is F26 KX78
The eircode for St. Mary's, Kilrusheighter is F91 NT98.

Check out our websites www.killeenduffns.ie and www.kilrusheighter.ie to find out about our schools.

Essential Personal Qualities

- Demonstrate an ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexible and adaptable to the needs of both schools and open to new skills/challenges
- Positive outlook, ability to work on own initiative and willingness to contribute to overall school development

Responsibilities include but not limited to:

- General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school event e.g. booking venues/buses, liaising with providers and suppliers
 - Carrying out administrative duties assigned by the Principal and Deputy Principal
 - Working closely with the Principal, staff and parents in a polite and professional manner
 - Maintaining financial records and managing on-line payments
 - Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD)
 - Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection
- Essential Skills and Experience
- Administrative skills and experience of working in a busy office environment
 - Proficiency in email, Google applications, Microsoft applications to include excel and good typing skills
 - Familiarity of booking keeping and online payments to manage school finances
 - Good record-keeping and knowledge of school applications e.g. Aladdin, OLCS and POD
 - Excellent interpersonal skills, including oral and written communication skills

If you have any queries about this position, contact principal@killeenduffns.ie by email.

Closing date for applications will be 25th of April at 17:00. Late applications will not be considered for short listing.

Postal applications will also not be accepted.

This position is advertised on Educationposts.ie for both Killeenduff NS and St. Mary's Kilrusheighter. Candidates must apply to the address listed below. One application will suffice.

Letters of Application must be addressed to:

'Chairpersons,
Killeenduff NS,
St Mary's NS, Kilrusheighter,
Easkey and Templeboy
County Sligo
F26 KX78/F91 NT98'

APPLICATION REQUIREMENTS

Please attach the following to your application email. Please have a list of referees in a separate file attachment.

Letter of Application

Copy of Certificates, Diplomas, Degrees

CV (digital -.doc/pdf file)

List of Referees (.doc/.pdf file)

Applications may be submitted by

Email applications to killeenduffkilrusheighter@gmail.com

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 09691F
Apply To: killeenduffkirusheighter@gmail.com
County: Sligo
Enquiries To: principal@killeenduffns.ie
Website: <https://www.killeenduffns.ie>

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