

ADVERT ID 235554

Secretary

Ringville NS

Ballinlaw Slieverue X91 XN29
<https://ringvillens.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed May 28 2025
Application Closing Date: Wed Jun 11 2025
Commencement Date: Mon Sep 1 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: 4
Current Enrolment: 46
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Ringville National School invites applications for the position of School Secretary. The position is for 12 hours per week, paid by the Department of Education Payroll.

A School Secretary is an integral part of the school community managing the school office in a welcoming, professional and discreet manner.

Applicants would ideally have:

- Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.
- Knowledge of online school databases (eg. Aladdin, POD and OLCS systems).
- Excellent office, administrative and organisational skills, ensuring good record- keeping and adherence to school procedures and policies.
- Excellent interpersonal skills.
- Competency in maintaining financial accounts, payroll experience, online payment systems and monthly financial reports.
- A high level of proficiency in ICT.
- The ability to assist the Principal with the daily administration tasks.
- Knowledge of GDPR and Data Protection requirements.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.

The above job description is not exhaustive. Please see circular 0036/22 for terms and conditions of school secretaries and also, circular letter 0020/25 for revision of salaries information.

Shortlisting will apply, and those shortlisted will be called for interview.

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 probation period.

Please mark the envelope 'Application for Secretary'.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 06621P
Apply To: Chairperson of BOM
Ringville National School
Ballinlaw
Slieverue
Co Kilkenny
X91 XN29
County: Kilkenny
Enquiries To: ringvillensbom@gmail.com
Website: <https://ringvillens.ie>

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