

ADVERT ID 183676

Secretary

Crumlin NS

Crumlin Ballyglunin Tuam H54 VY03
<https://www.crumlinnationalschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Nov 14 2022 08:14:24
Application Closing Date: Mon Nov 28 2022
Commencement Date: Mon Dec 12 2022
Status of Post: Part-Time
Number of Vacancies: 1
This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 7
Current Enrolment: 107
Droichead school: Yes

POST DETAILS

Additional Information: Seeking an enthusiastic, hard-working Primary School Secretary who is competent and highly experienced in Office Administration.
12 hours a week.
The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual leave arrangements for School Secretaries.
Position is subject to 6 months probationary period and satisfactory Garda Vetting.
The successful candidate will have:
Excellent organisational, interpersonal, oral and written communications skills.
Administrative skills to support the management of school finances, FSSU accounts, Payroll and OLCS
Proficiency in Microsoft Office and Google Drive.
Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff.
A high level of Confidentiality and Discretion is expected.

Key Duties and Responsibilities include but not limited to the following:
Act as the first point of contact for visitors to the school.
Managing school communications: phone, email, Databiz (School Database Platform), Department of Education Database, preparation of school accounts/payroll & TAX returns.
Management of petty cash. The Online Claims System (OLCS) and Primary Online Database (POD), postage etc..
Updating, managing and storing school records in compliance with GDPR.
General school administration and office management.
Procurement of resources for identified area of the school.
Assisting with the organisation of school events and activities.
The appointment is subject to Garda vetting and the successful candidate will be required to

undertake TUSLA child protection training.
Canvassing will disqualify.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 12606F
Apply To: chairmancrumlinns@gmail.com
County: Galway
Enquiries To: crumlinns@gmail.com
091 797128
Website: <https://www.crumlinnationalschool.ie>

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