ADVERT ID 183798

Secretary

St Brides NS

Ballintubber Castlerea F45RR67

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Nov 15 2022 19:49:12
Application Closing Date:	Wed Nov 30 2022
Commencement Date:	Mon Dec 12 2022
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:	6
Current Enrolment:	85
Droichead school:	No

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:
St Bride's N.S. is 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 communication skills.
Administrative skills to support the management of school finances, correspondence and communications
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 , school website, Department of Education Databases ,preparation of school accounts/payroll and tax returns, The Online Claims System (OLCS) and Primary Online Database , postage, banking etc.
Updating , managing and storing school records in compliance with GDPR.
General school administration and office management .
Assisting with the organisation of school events and activities.

Applications should be submitted by post only before 3pm on Wednesday 30th November 2022

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	16334S
Apply To:	Chairperson B.O.M, St.Bride's N.S., Ballintubber Castlerea, Co Roscommon. F45RR67
County:	Roscommon
Enquiries To:	stbridesns@gmail.com 094 9655276

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