

ADVERT ID 209354

Secretary

Drumclough NS

The Mealagh Valley BANTRY P75 VA47
<https://www.dromcloughns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Mar 21 2024 15:59:33
Application Closing Date: Thu Apr 4 2024
Commencement Date: Mon Apr 22 2024
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: 2
Current Enrolment: 38
Droichead school: Yes

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: This is a part time position of 12 hours per week
Responsibilities include but are not limited to:
General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-
School financial records including payroll, revenue returns, bookkeeping, PRSI, RCT and VAT.
Liaising with the treasurer and school accountant as required.
Organising, maintaining and updating school documentation, databases and filing systems including OLCS, POD, Medmark, TUSLA attendance returns.
Creating and distributing school communication internally and externally, various rotas, staff CPD, timetabling, school calendar etc.
To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to an appropriate person.
Managing school correspondence with professionalism and confidentiality.
The ability to assist the Principal and Deputy Principal with daily administration tasks.
Carrying out duties assigned by the principal, DP and related to the post of school secretary/admin.
The ideal candidate will demonstrate the following competencies:

- Relate well to children
- Excellent interpersonal and communication skills
- Excellent organisational skills and attention to detail
- Excellent typing/IT skills
- Experience of working in a busy office environment.
- Willingness to upskill where necessary

- The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- Ability to plan and work efficiently and on their own initiative, showing flexibility consistent with the nature of the job.
- Ability to work independently and as part of a team
- Ability to work closely with the Principal and staff.
- Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school.
- Flexibility in the varied demands of the job

Starting salary will be in line with DES circular 0046/2023 (€14.45 per hour). Candidates with experience as a school secretary will start at the relevant point of the scale.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16246V
Apply To: Dromclough NS
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P75 VA47
County: Cork
Enquiries To: officedromclough@gmail.com
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