

ADVERT ID 223825

## Secretary

### St. Brendan's NS

Sunset Drive Cartron Point Sligo F91YTK2

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Tue Aug 27 2024 15:46:32
<b>Application Closing Date:</b>	Fri Sep 20 2024
<b>Commencement Date:</b>	Fri Sep 27 2024
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1
	This is a readvertisement

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Classification:</b>	DEIS 2
<b>Total No. of Teaching Staff:</b>	16
<b>Current Enrolment:</b>	183
<b>Droichead school:</b>	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 permanent position which is 27 hours and 45 minutes per week. This post will be from 9:30 am to 3:00pm approx Monday to Friday.

The position will be subject to the terms of Circular 36/2022,

Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training. Experience as a school secretary is desirable but not essential and full training of school systems will be provided by the principal.

The School Secretary is an integral part of the school community, working closely with the school management team and expected to manage the school office in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

Carrying out administrative duties assigned by the Principal and Deputy Principal.

Working in close co-operation with Principal, Deputy Principal and staff.

Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.

Organising, maintaining and updating school databases and filing systems such as Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), and Payroll.

Competency in maintaining financial accounts, budgets, online banking systems, procurement and monthly financial reports.

Managing school correspondence with professionalism and confidentiality.

Maintenance of the school and office supplies and operating all office machines (photocopier, laminator etc.).

Maintenance and filing of all documentation.

Liaising with representative of service providers, suppliers and visitors.

Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.

Coordination of internal communication (post, telephone messages, email etc.).

To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.

Skills or Knowledge Required:

Excellent interpersonal and organisational skills.

Excellent oral and written communication abilities.

Excellent typing/ I.T. skills and attention to detail.

Willingness to upskill where necessary.

Ability to use own initiative, to work independently and as part of a team.

Ability to relate well to children.

Positive outlook and willingness to contribute to the overall school development.

Commitment to uphold the ethos of the school.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 198261  
**Apply To:** [stbrendansecretary@gmail.com](mailto:stbrendansecretary@gmail.com)  
**County:** Sligo  
**Enquiries To:** [stbrendansecretary@gmail.com](mailto:stbrendansecretary@gmail.com)

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