

ADVERT ID 223831

## Secretary

### Liscannor N.S

Liscannor Co. Clare Liscannor V95 WV32  
<https://www.liscannorns.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Aug 27 2024 16:58:19  
**Application Closing Date:** Tue Sep 10 2024  
**Commencement Date:** Tue Oct 1 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 5  
**Current Enrolment:** 110  
**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:

The Board of Management of Liscannor National School, Co. Clare Roll No. 18410s, is seeking an experienced School Secretary (16 hour week).

Qualifications/Experience: Relevant secretarial or office administration qualifications and a minimum of 3 years' experience in an office environment, preferably in an educational setting. The appointment is subject to Garda Vetting and the successful candidate will have to undertake online TUSLA Child Protection training.

The successful candidate will report to the Principal, will be an integral part of our school community and will manage the school office in a welcoming, professional and discreet manner. The main responsibilities, duties and required skills are outlined below:

Management of office includes:

- ? General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below
- ? Dealing with pupils, parents, staff, management and the wider community
- ? Organising, maintaining and updating school databases and filing systems
- ? Managing all school correspondence
- ? Maintenance of school supplies
- ? Maintenance and filing of documentation
- ? Management of monthly and annual school accounts - cash handling, banking, petty cash
- ? Co-ordinating internal communications (post, telephone messages, Aladdin notices, email)
- ? Liaison with representatives of the Department of Education and other visitors, service providers, suppliers and school users
- ? Working in close co-operation with the Board of Management, Principal and teaching staff and

performing work requested by them

? Carrying out other duties assigned by the Principal and related to the post of School Secretary

Skills / Knowledge Required

? Excellent interpersonal and organisational skills

? Excellent communication skills (both verbal and written)

? Excellent typing/IT skills

? Management of School Website

? The candidate will need to be highly confidential in all areas of their work and be GDPR

(General Data Protection Regulation) compliant.

? Ability to plan and work efficiently and on own initiative, working to tight deadlines and showing flexibility consistent with the nature of the job

? A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, Powerpoint, Access), with ability to learn new applications)

? Experience of operating database platforms such as or similar to the Online Claim System (OLCS), Pupil Online Database (POD) and the Aladdin School Internet System preferable.

? Experience of basic financial systems in line with FSSU preferable.

\*APPLICATIONS VIA EMAIL ONLY PLEASE TO:

liscannorprimaryschool@gmail.com no later than 10/09/2024

#### 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:** 18410S

**Apply To:** The Chairperson,  
Liscannor Primary School

\*Please apply via email only stating SECRETARIAL POSITION in the subject line.

liscannorprimaryschool@gmail.com

**County:** Clare

**Enquiries To:** [liscannorprimaryschool@gmail.com](mailto:liscannorprimaryschool@gmail.com)

**Website:** <https://www.liscannorns.ie>

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