

ADVERT ID 210059

Secretary

Cullen NS

Main St Cullen E34 XR86

<https://www.scoilchuilleann.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Apr 8 2024 11:25:50
Application Closing Date: Fri Apr 26 2024
Commencement Date: Fri May 3 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Patronage: Catholic
Total No. of Teaching Staff: 2
Current Enrolment: 16
Droichead school: Yes

POST DETAILS

Additional Information:

Cullen NS is seeking an enthusiastic, hard-working School Secretary who is competent and experienced in Office Administration. The position is for 10 hours per week.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

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.

The successful candidate will have:

- Excellent organisational, interpersonal, oral and written communication skills
- Knowledge of Irish
- Administrative skills to support the management of school finances (experience of accounting packages desirable)
- Proficiency in Microsoft Office
- 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

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

- Act as the first point of contact for visitors to the school.
- Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the 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 areas of the school.
- Assisting with the organisation of school events and activities.

Previous School Secretary experience is desirable but not essential as training will be provided. A Panel of suitable applicants may be set up to fill vacancies that arise within this school year.

Canvassing will disqualify.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 07245S
Apply To: Email: applications@scoilchuilleann.com
County: Tipperary
Enquiries To: applications@scoilchuilleann.com or call Jeanne Hurley, Principal, on (062) 47558
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