

ADVERT ID 211226

## Secretary

### Scoil Mhuire Gransha

Leachtgallon Clones H23 EY86

#### MAIN DETAILS

|                           |                          |
|---------------------------|--------------------------|
| Status:                   | Deactivated              |
| Level:                    | Primary                  |
| Date Posted:              | Wed Apr 24 2024 17:41:02 |
| Application Closing Date: | Fri May 3 2024           |
| Commencement Date:        | Mon May 20 2024          |
| Status of Post:           | Part-Time                |
| Number of Vacancies:      | 1                        |

#### SCHOOL DETAILS

|                              |                |
|------------------------------|----------------|
| School Type:                 | Mainstream     |
| School Structure:            | Vertical       |
| Gender:                      | Co-Educational |
| School Patronage:            | Catholic       |
| Classification:              | DEIS Rural     |
| Total No. of Teaching Staff: | 4              |
| Current Enrolment:           | 81             |
| Droichead school:            | No             |

#### POST DETAILS

|                         |  |
|-------------------------|--|
| Additional Information: | <p>The position is for 15 hours per week.</p> <p>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.</p> <p>The successful candidate will have:</p> <ul style="list-style-type: none"><li>• Excellent organisational, interpersonal, oral and written communication skills</li><li>• Administrative skills to support the management of school finances (experience of accounting packages desirable)</li><li>• Proficiency in Microsoft Office</li><li>• 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</li><li>• A high level of Confidentiality and Discretion is expected</li></ul> <p>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:</p> <ul style="list-style-type: none"><li>• Act as the first point of contact for visitors to the school.</li><li>• Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.</li><li>• Updating, managing and storing school records in compliance with GDPR.</li><li>• General school administration and office management.</li><li>• Procurement of resources for identified areas of the school.</li><li>• Assisting with the organisation of school events and activities.</li></ul> |
|-------------------------|--|

#### 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:** 18482U  
**Apply To:** [applications@granshans.ie](mailto:applications@granshans.ie)  
**County:** Monaghan  
**Enquiries To:** [office@granshans.ie](mailto:office@granshans.ie)

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