

ADVERT ID 226955

Secretary

Maynooth Educate Together NS

Rail Park, Celbridge Road, Maynooth, W23 P466

<https://www.maynoothet.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Oct 31 2024 23:59:32
Application Closing Date:	Fri Nov 22 2024
Commencement Date:	Mon Dec 9 2024
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total No. of Teaching Staff:	23
Current Enrolment:	412
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of Maynooth Educate Together is advertising to fill the post of supplementary school secretary.

The duties of this post will include but are not limited to.....

- Preparing and filing financial documents
- Preparing invoices and follow up on payments due
- Processing accounts payable and accounts receivable
- Fact-checking accounting data
- Monthly/yearly completion of FSSU template with end of year return to accountants
- Completion of FSSU training
- Reconciling school accounts
- Assisting with tax payments and returns
- Working and liaising with school principal, school accountants, main school secretary, PTA treasurer and treasurer to the Board of Management as required in all financial matters
- Possibility of processing payroll for ancillary staff and tracking payroll data in the future.

Hours per week: 4.5

Appointment: The successful candidate will be an employee of the Department of Education. New secretaries recruited to schools, must accept the new T&C's, including the 52 week annualisation of salary. They will start on Pt 1 of pay-scale, unless they have previous school secretarial experience. The successful candidate cannot already be an employee of the Department of Education.

Experience and Qualifications: Experience and qualifications in bookkeeping is required. A

willingness to upskill in FSSU training is also required.
Applications to include CV and references to recruitment@maynoothet.ie

Closing date: 22nd November 2024

Start Date: TBC December 2024

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20292E
Apply To: The Chairperson of the Board of Management,
Maynooth Educate Together NS,
Rail Park,
Celbridge Road,
Maynooth,
Co. Kildare
W23 P466

email: recruitment@maynoothet.ie
County: Kildare
Enquiries To: principal@maynoothet.ie
Website: <https://www.maynoothet.ie>

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