

ADVERT ID 227020

Secretary

Scoil Mhuire na nGael

Willowdale Bay Estate Dundalk A91C953
<https://www.bayestatens.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Nov 4 2024 12:00:48
Application Closing Date: Sun Nov 17 2024
Commencement Date: Mon Dec 2 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 41
Current Enrolment: 636
Droichead school: Yes

POST DETAILS

Additional Information:

Scoil Mhuire na nGael invites applications for the School Secretary position. This full-time, permanent position requires 31.25 hours of work per week and is pending approval from the Department of Education as outlined in Circular 36/2022. This recruitment is for the second secretary position in the school. The successful applicant will work alongside another secretary.

Position Details:

Starting Salary: Entry-level placement on the salary scale unless the candidate has previous experience as a School Secretary.

Requirements: Garda Vetting, completion of TUSLA and Child Protection Training.

Probation: Six-month probationary period.

Working Hours: 8.30 a.m. – 3.15 p.m.

Key Responsibilities:

The School Secretary is a vital member of the school community, working closely with the principal to manage the school office in a welcoming, professional, and discreet manner.

Responsibilities include but are not limited to:

- General secretarial duties aligned with the role of School Secretary.
- Administrative support as assigned by the Principal.
- Collaborating with the Principal, Deputy Principal, and staff.
- Professional and courteous communication with parents, staff, pupils, and visitors in person, by phone, and via email.
- Organising, updating, and maintaining school databases and filing systems, such as Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU), and Payroll.
- Financial administration, including budget tracking, cash handling, online banking, procurement, and monthly financial reporting.

- Managing school correspondence with confidentiality.
- Maintaining school and office supplies and operating office equipment (photocopier, laminator, etc.).
- Document management and filing.
- Liaising with service providers, suppliers, and visitors.
- Coordinating bookings for courses, venues, transportation, and school trips.
- Managing internal communications (post, telephone messages, email).
- Adherence to school policies and procedures, with a focus on Child Safeguarding, Health and Safety, and GDPR/Data Protection, reporting any concerns to the appropriate authority.

Skills and Experience Required:

- Excellent interpersonal, organisational, and communication skills (both oral and written).
- Proficiency in typing, IT skills, and high attention to detail.
- Willingness to upskill as needed.
- Ability to work independently, use initiative, and collaborate effectively within a team.
- Positive attitude, with a commitment to the school's values and a readiness to contribute to its development.
- Experience in a school setting is advantageous.

This position offers a diverse range of duties and responsibilities essential to the smooth running of the school. The list above is not exhaustive.

How to Apply:

Applications should be sent via email only, with "Secretary Application" in the subject line. Only shortlisted candidates will be contacted for an interview via email. The designated email address for applications is secretaryrecruitment@bayestatens.com

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19598V

Apply To: Apply to the chairperson at the following address:
secretaryrecruitment@bayestatens.com

County: Louth

Website: <https://www.bayestatens.com>