

ADVERT ID 224347

## Secretary

### Cluain Buinne

Clonbonny Athlone Athlone

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Wed Sep 4 2024 15:06:24
<b>Application Closing Date:</b>	Wed Sep 18 2024
<b>Commencement Date:</b>	Mon Sep 30 2024
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	7
<b>Current Enrolment:</b>	123

#### POST DETAILS

##### Additional Information:

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
  - ? 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
  - ? A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher), 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.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17102C  
**Apply To:** [clonbonnyns2020@gmail.com](mailto:clonbonnyns2020@gmail.com)  
**County:** Westmeath  
**Enquiries To:** [clonbonnyns2020@gmail.com](mailto:clonbonnyns2020@gmail.com)

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