

ADVERT ID 224382

## Secretary

### Ursaille Naofa

Two Mile House Naas W91YY75  
<https://www.tmhns.ie>



#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Thu Sep 5 2024 09:38:21
<b>Application Closing Date:</b>	Thu Sep 19 2024
<b>Commencement Date:</b>	Mon Sep 30 2024
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	15
<b>Current Enrolment:</b>	236
<b>Droichead school:</b>	Yes

#### POST DETAILS

##### Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

##### Additional Information:

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This is a permanent position which is 28 hours and 45 minutes per week (Monday to Friday).

The position will be subject to the terms of Circular 36/2022, Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry level for this role is on the first point of the scale, unless the candidate has previous work experience as a School Secretary.

The appointment is subject to a probationary period and satisfactory Garda vetting. The successful candidate will be required to undertake TUSLA child protection training. Experience as a school secretary is desirable but not essential and training will be provided.

The School Secretary is an integral part of the school community, working closely with the school principal and management team and will manage the school office in a welcoming, professional and discreet manner.

##### Skills/Knowledge Required:

- Excellent interpersonal and communication skills (both oral and written).
- Excellent organisational skills.
- Excellent typing/ I.T. skills and attention to detail.
- Willingness to upskill where necessary.
- Ability to use own initiative, to work independently and as part of a team.

- Ability to relate well to children.
- Positive outlook and willingness to contribute to the overall school development.
- Flexibility and adaptability to meet the needs of the school
- A high level of confidentiality, professionalism and discretion at all times
- Commitment to uphold the ethos of Two Mile House National School.

#### Duties and Responsibilities

Duties and responsibilities include but are not limited to:

- Carrying out secretarial and administrative duties assigned by the Principal and Deputy Principal.
- Working in close co-operation with the Principal, Deputy Principal and staff.
- Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- Organising, maintaining and updating school databases and filing systems such as Aladdin, Online Claims System (OLCS) and Pupil Online Database (POD).
- Competency in managing and maintaining financial accounts, money collections, online banking systems, banking payments and monthly financial reports and liaising with the school treasurer and school accountant to maintain school financial records.
- Managing school correspondence with professionalism and confidentiality.
- Maintenance of the school and office supplies and operating all office machines (photocopier, printer, laminator etc.).
- Maintenance and filing of all documentation.
- Liaising with representative of service providers, suppliers and visitors.
- Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
- Coordination of internal communication (post, telephone messages, email etc.).
- Maintenance of records of staff leave and supporting substitute cover process.
- To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety and GDPR/Data Protection.

Only those candidates who are shortlisted for interview will receive communication.

Please email your application to [applications@twomilehouseschool.ie](mailto:applications@twomilehouseschool.ie) placing 'Secretary Position' in the Subject Line.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	17968S
<b>Apply To:</b>	Please submit your application to the Chairperson of the Board of Management by email only to <a href="mailto:applications@twomilehouseschool.ie">applications@twomilehouseschool.ie</a> and place 'Secretary Position' in the Subject Line.
<b>County:</b>	Kildare
<b>Enquiries To:</b>	<a href="mailto:office@twomilehouseschool.ie">office@twomilehouseschool.ie</a>
<b>Website:</b>	<a href="https://www.tmhns.ie">https://www.tmhns.ie</a>
<b>Further Information:</b>	<a href="https://www.tmhns.ie">https://www.tmhns.ie</a>