

ADVERT ID 224734

Secretary

Scoil Bhríde NS

Scoil Bhríde Kilcullen Castlemartin Kilcullen R56 RK83

<https://kilcullenns.org>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Sep 11 2024 16:17:37
Application Closing Date:	Wed Sep 25 2024
Commencement Date:	Wed Oct 9 2024
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	42
Current Enrolment:	658
Droichead school:	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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- * The School Secretary is an integral member of the Scoil Bhríde school community.
- * The successful candidate will join a vibrant school team which includes one permanent School Secretary, 40 Teachers, 15 SNAs, one Caretaker, Cleaning Staff and a Deputy Principal and Principal.
- * This is a permanent position which is 37 hours/week (Monday to Friday), working alongside the current School Secretary, also permanent and working 37 hours/week.
- * 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.
- * All new secretaries are contracted for 52 weeks of the year and will be paid for same.
- * Secretarial experience is a requirement for application (not necessarily in a school environment).
- * A minimum period of 3 years working as a Secretary is desirable.

Skills/Knowledge Required

- * A high level of confidentiality, professionalism and discretion at all times.
- * Excellent interpersonal and communication skills (both oral and written).
- * Excellent organisational skills.

- * Excellent IT skills including typing skills and attention to detail.
- * Experience using MS Office (MS 365) applications (Word, Excel, Access, Powerpoint) PDF, etc.
- * Experience using procurement policies and procedures.
- * Familiarity with/ willingness to become familiar with the FSSU's financial advice for schools.
- * Relevant CPD appropriate to the position and willingness to upskill where necessary.
- * Ability to use own initiative, to work independently and as part of a team.
- * Ability to relate well to all members of the school community - children, staff and parents.
- * Positive outlook and willingness to contribute to the overall school development.
- * Flexibility and adaptability to meet the needs of the school.
- * Commitment to uphold Scoil Bhríde's Catholic Ethos.

Duties and Responsibilities

Duties will be determined following appointment and may include (and are not limited to) the following:

- * Engaging with parents, staff, pupils, visitors and substitutes in person and by phone/email in a courteous and professional manner.
- * Maintaining stocks of office stationery and school supplies and place school orders, as required.
- * Organising, maintaining and updating school data management and filing systems. These may include Aladdin, the Online Claims System (OLCS) and Pupil Online Database (POD).
- * Assisting with managing and maintaining money collections and financial records.
- * Managing and maintaining school correspondence with professionalism and confidentiality.
- * Liaising with representative of service providers, suppliers and visitors.
- * Booking courses, venues and transport and making necessary arrangements for school trips, etc.
- * Coordinating school communications including post, telephone messages, email etc.
- * Complying with school policies and procedures particularly in relation to Child Safeguarding, Health and Safety and GDPR/Data Protection.
- * Helping to maintain inventories of school property/equipment/resources/books, as needed.
- * Carrying out secretarial and administrative duties assigned by the Principal and Deputy Principal.

Shortlisting

- * Candidates shortlisted will have most/all required skills/knowledge and a proven ability and interest to take on the duties and responsibilities of the post.
- * All applications will be acknowledged.
- * Only candidates shortlisted for interview will receive further email communication.

Application

- * To apply, please email a current CV and letter of application (PDF only) to: recruitment@kilcullenns.org by Tuesday, 24th September.

Appointment

- * The appointment is subject to satisfactory Garda Vetting
- * The successful candidate will be required to undertake TUSLA child protection training.
- * The probationary period for this post is the first year. This includes review and feedback approximately every 12 weeks/3 months.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19675N
Apply To: recruitment@kilcullenns.org
County: Kildare
Website: <https://kilcullenns.org>
Further Information: <https://www.kilcullenns.org>

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