

ADVERT ID 224761

## Secretary

### Lakeview School

Woodlands Dublin Road Renmore H91 YF88  
<https://www.lakeviewschools.ie>



#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Wed Sep 11 2024 17:51:33
<b>Application Closing Date:</b>	Wed Sep 25 2024
<b>Commencement Date:</b>	Tue Oct 1 2024
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1
	This is a readvertisement

#### SCHOOL DETAILS

<b>School Type:</b>	Special School
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	11
<b>Current Enrolment:</b>	74
<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:

Lakeview School caters for children age 5 to 18 with Mild General Learning Needs.

The school is seeking a FULL-TIME PERMANENT secretary. The hours for this position will be 08:30-16:00, Monday to Friday and the successful candidate must have experience in office administration. This position will be subject to the terms and conditions outlined in Circular 36/2022, <https://www.gov.ie/pdf/?file=https://assets.gov.ie/227054/9d2f60db-aa3e-4ab5-b170-c48392a6e04f.pdf#page=null> and Circular Letter 0038/2024, <https://www.gov.ie/pdf/?file=https://assets.gov.ie/290208/1253fed5-96fe-42a2-ba22-eadc0e0b3167.pdf#page=null>

The successful candidate will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner. Experience within an educational setting is preferable.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills/knowledge below:

- \* Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- \* Maintaining records of school finances including cash collections, bank payments and entering & reconciling all payments on accounting system

- \* Managing school correspondence with professionalism and confidentiality
- \* Maintenance and filing of all invoices and documentation
- \* Maintenance of records of staff leave and supporting substitute cover process
- \* Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- \* Liaison with representatives of service providers, suppliers, school users and visitors
- \* Working in close co-operation with the Principal, Deputy Principal and school and campus staff
- \* Carrying out other duties assigned by the Principal and related to the post of school secretary
- \* Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- \* Co-ordination of internal communications (post, telephone messages, email etc.)

Skills/Knowledge Required:

- \*Excellent interpersonal skills
- \*Excellent communication skills (both verbal and written)
- \*Excellent Typing / IT skills
- \*A clear understanding of and adherence to GDPR regulations
- \*Ability to plan and work efficiently on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job.

The appointment is subject to a six-month probationary period and satisfactory Garda Vetting. The successful candidate will have to undertake Túsla Child Protection training in advance of commencing the role. Induction training will be facilitated.

An CV and letter of application should be sent by EMAIL ONLY to the Chairperson of the Board of Management, lakeviewbom@gmail.com. Please title the email School Secretary Position. Closing date for applications is Wednesday 25th September at 17:00.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19201O  
**Apply To:** Woodlands  
Dublin Road  
Renmore  
H91 YF88  
**County:** Galway  
**Enquiries To:** [lakeviewbom@gmail.com](mailto:lakeviewbom@gmail.com)  
**Website:** <https://www.lakeviewschools.ie>  
**Further Information:** <https://www.gov.ie/pdf/?file=https://assets.gov.ie/290208/1253fed5-96fe-42a2-ba22-eadc0e0b3167.pdf#page=null>

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