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Generated on Tuesday 1st of August 2023 07:57:46 PM

ADVERT ID 199553

## Secretary

### Timoleague NS

Timoleague Bandon Co. Cork P72Y058  
<https://www.timoleaguens.com>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon Jul 31 2023 19:54:44  
**Application Closing Date:** Mon Aug 14 2023  
**Commencement Date:** Mon Aug 28 2023  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 10  
**Current Enrolment:** 171  
**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:** Timoleague NS invites applications for the position of School Secretary. This position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022.

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 position is subject to compulsory Garda Vetting and a 6-month probationary period. This on-site role is for 30 hours per week (approx.) over 5 days (08.30 - 14.30). Exact hours to be confirmed by the Department of Education prior to commencement. Holidays as per Circular 36/2022.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Managing school communications: phone, email, databases (e.g. POD, OLCS)
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, providing clerical and administrative support to Principal, Deputy Principal and staff as required
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.

- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- IT skills, including proficiency in Google Suite and willingness to upskill as needed.
- Knowledge in relation to GDPR and data protection.
- Strong organizational skills and ability in regard to attention to detail.
- Ability to use own initiative, to work independently and as part of a team.
- Planning and organisational skills.
- Ability to work closely with Principal, Board of Management, Parents Association and staff.
- Flexibility in the varied demands of the job and the ability to show initiative when required.
- Positive outlook and willingness to contribute to overall school development.
- Commitment to uphold the ethos of the school.

The above job description is not exhaustive.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 12456M

**Apply To:** [recruitment@timoleaguens.com](mailto:recruitment@timoleaguens.com)

Please include - "Secretary Position" in the subject line

**County:** Cork

**Enquiries To:** [recruitment@timoleaguens.com](mailto:recruitment@timoleaguens.com)

**Website:** <https://www.timoleaguens.com>

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