

ADVERT ID 226955

## Secretary

### Maynooth Educate Together NS

Rail Park, Celbridge Road, Maynooth, W23 P466  
<https://www.maynoothet.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Thu Oct 31 2024 23:59:32  
**Application Closing Date:** Fri Nov 22 2024  
**Commencement Date:** Mon Dec 9 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Educate Together  
**Total No. of Teaching Staff:** 23  
**Current Enrolment:** 412  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Maynooth Educate Together is advertising to fill the post of supplementary school secretary.

The duties of this post will include but are not limited to.....

- Preparing and filing financial documents
- Preparing invoices and follow up on payments due
- Processing accounts payable and accounts receivable
- Fact-checking accounting data
- Monthly/yearly completion of FSSU template with end of year return to accountants
- Completion of FSSU training
- Reconciling school accounts
- Assisting with tax payments and returns
- Working and liaising with school principal, school accountants, main school secretary, PTA treasurer and treasurer to the Board of Management as required in all financial matters
- Possibility of processing payroll for ancillary staff and tracking payroll data in the future.

Hours per week: 4.5

Appointment: The successful candidate will be an employee of the Department of Education. New secretaries recruited to schools, must accept the new T&C's, including the 52 week annualisation of salary. They will start on Pt 1 of pay-scale, unless they have previous school secretarial experience. The successful candidate cannot already be an employee of the Department of Education.

Experience and Qualifications: Experience and qualifications in bookkeeping is required. A

willingness to upskill in FSSU training is also required.  
Applications to include CV and references to [recruitment@maynoothet.ie](mailto:recruitment@maynoothet.ie)

Closing date: 22nd November 2024

Start Date: TBC December 2024

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20292E  
**Apply To:** The Chairperson of the Board of Management,  
Maynooth Educate Together NS,  
Rail Park,  
Celbridge Road,  
Maynooth,  
Co. Kildare  
W23 P466  
  
email: [recruitment@maynoothet.ie](mailto:recruitment@maynoothet.ie)  
**County:** Kildare  
**Enquiries To:** [principal@maynoothet.ie](mailto:principal@maynoothet.ie)  
**Website:** <https://www.maynoothet.ie>

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