

ADVERT ID 231232

Secretary

Ss. Peter & Paul's CBS

Kickham Street Clonmel E91NF43
<https://www.peterandpaulschool.net>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sun Mar 30 2025 09:32:58
Application Closing Date: Mon Apr 7 2025
Commencement Date: Mon Apr 21 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Boys
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 21
Current Enrolment: 320
Droichead school: Yes

POST DETAILS

Additional Information:

This is a full-time position of 37 hours per week. This position is for 52 weeks of the year and holidays must be taken during school closures. The position is subject to a 6 month probationary period. This position will be subject to the terms and conditions of circular 0036/22. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The appointment will be subject to Garda Vetting.

Essential Personal Qualities

- Demonstrate an ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexible and adaptable to the needs of the school and open to new skills/challenges
- Positive outlook, ability to work on own initiative and willingness to contribute to overall school development

Responsibilities include but not limited to:

- General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school event e.g. booking venues/buses, liaising with providers and suppliers
- Carrying out administrative duties assigned by the Principal and Deputy Principal
- Working closely with the Principal, staff and parents in a polite and professional manner
- Maintaining financial records and managing on-line payments
- Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD)

• Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection

Essential Skills and Experience

- Administrative skills and experience of working in a busy office environment
- Proficiency in email, Microsoft applications to include excel and good typing skills

- Familiarity of booking keeping and online payments to manage school finances
- Good record-keeping and knowledge of school applications e.g. Aladdin, OLCS and POD
- Excellent interpersonal skills, including oral and written communication skills

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 16729S
Apply To: The Chairperson
Ss. Peter and Pauls CBS
Kickham Street
Clonmel
E91NF43
County: Tipperary
Enquiries To: o.tobin@peterandpaulschool.net
Website: <https://www.peterandpaulschool.net>

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