

ADVERT ID 211226

## Secretary

### Scoil Mhuire Gransha

Leachtgallon Clones H23 EY86

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Wed Apr 24 2024 17:41:02
<b>Application Closing Date:</b>	Fri May 3 2024
<b>Commencement Date:</b>	Mon May 20 2024
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Classification:</b>	DEIS Rural
<b>Total No. of Teaching Staff:</b>	4
<b>Current Enrolment:</b>	81
<b>Droichead school:</b>	No

#### POST DETAILS

**Additional Information:** The position is for 15 hours per week.  
The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The successful candidate will have:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances (experience of accounting packages desirable)
- Proficiency in Microsoft Office
- Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- A high level of Confidentiality and Discretion is expected

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

- Act as the first point of contact for visitors to the school.
- Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.
- Updating, managing and storing school records in compliance with GDPR.
- General school administration and office management.
- Procurement of resources for identified areas of the school.
- Assisting with the organisation of school events and activities.

#### 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:** 18482U  
**Apply To:** [applications@granshans.ie](mailto:applications@granshans.ie)  
**County:** Monaghan  
**Enquiries To:** [office@granshans.ie](mailto:office@granshans.ie)

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