



Vacancy in Scoil Iósaf for an
Additional Secretary

Working hours - Every Monday, 9:00-2:45pm

The Board of Management of Scoil Iósaf is seeking a Secretary to work in the reception office of our welcoming and busy school each Monday. Applications are welcomed from secretaries/ administrators who are professional, committed and enthusiastic and possess a positive attitude. This key role at the heart of our school demands a high level of professionalism, flexibility and initiative in working alongside the Principal, Deputy Principal and Secretary to ensure the smooth running of the school. Ability to work in partnership is a must.

This is a part-time position up to 5 hours 45 mins per week, from 9:00 to 14:45, subject to sanction by the Department of Education and Skills. Hours will be during school time and at the start and end of the summer break as per school needs. Flexibility may be required at other times to support school activities/events. The position is subject to a 6-month probationary period and is a fixed-term contract for the duration of the year.

Secretaries are 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.

Essential Personal Qualities:

- Ability to work in partnership with ease
- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative and also to work as part of a team.
- 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.
- Proactive in identifying improvements to ensure smooth systems and procedures.
- Positive outlook and willingness to contribute to overall school development.

Essential Skills & Experience:

- Ability to work effectively with colleagues
- Administrative skills and general office experience.
- Proficiency in email, Microsoft applications and excellent typing skills.
- Experience operating in a busy reception/front office environment.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Knowledge of GDPR & Data Protection requirements (desirable).

- Familiarity with school systems (e.g Aladdin) and with the management of school finances, on-line payment systems (desirable).

Key Duties & Responsibilities:

- Acting as the first point of contact for visitors in a friendly and competent manner.
- Managing school correspondence and communication by post, email and telephone.
- Maintaining financial records and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- General school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Other duties as allocated by the Principal or Deputy Principal.

Application procedure:

Applications via email only to castlemartyrhiring@gmail.com detailing your suitability for the job. Please include up-to-date referees with contact details.

Deadline of receipt of applications 19.08.24, 3pm.

Only those shortlisted for interview will be contacted and should reply by email only to accept or decline the interview.

The successful candidate will be required to undergo compulsory Garda Vetting and Túsla Child Safeguarding training.