

Position Available
Part-Time Secretary

St Cronan's National School
Rosemount, Roscrea
E 53 A078

School Type: Mainstream:
Junior Infants- Sixth Class

Status of Post:

Part-time

2.5 hours per day

12.5 hours per week

Starting Date: 1/9/2023

Closing Date for Applications



Friday 11th August
For further details
regarding the position
and applying for the
position please scan
the QR code

Commencement Date:

Friday 1st September 2023

Status of Post:

Part-time

2.5 hrs per day

12.5 hrs per week

Responsibilities include but are not limited to:

- Working in close cooperation with the Principal
- General secretarial and administrative duties
- Acting as the first point of contact for correspondence and for all visitors to the school
- Managing school correspondence
- Organising, maintaining and updating school databases, records and filing systems
- Assisting with the organisation of school events and activities
- Managing financial records

Essential Skills/Knowledge required

- Recognised qualifications
- Confidentiality and discretion
- Strong organisational and administrative skills
- Excellent interpersonal skills including written and oral communicative skills
- Ability to work as part of a team
- Ability and willingness to plan and work on your own using own initiative
- Proficiency in IT skills including Microsoft and Google
- Experience of basic financial systems to ensure maintenance of school financial records

Desirable Skills

(Not essential as training will be provided)

- Experience of operating school databases such as POD, Aladdin, OLCS
- Experience of using Revenue and Bright Pay

Other Information

- The position is subject to current Garda Vetting Requirements, clearance and a probationary period of six months
- The successful candidate will be required to undertake TUSLA Child Protection Training
- The Department of Education will pay the secretary. The scaled salary is based on years worked in a school. See Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries (available on www.gov.ie)

Application to include

- Letter of Application
- CV
- Referees (name, role, contact number)

Applications by post only marked

Secretary Application

Post to:

Secretary, Board of Management

St Cronan's NS, Rosemount

Roscrea, CO Tipperary

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