



# Gort Community School

POBALSCOIL GHORT INSE GUAIRE, GORT, COUNTY GALWAY. H91C9K1

*Principal: Brian Crossan M. Tech, B. Tech(Ed), G.Dip(Ed)*

*Deputy-Principal: Margaret Linnane M.Ed, B.A, H.Dip, S.D.P.I*

*Deputy-Principal: Sharon Connolly M.A., B.Sc., P.D.S.L., H.Dip.*

*Deputy-Principal: Éamonn Veale B.Sc., H.Dip(Ed), P.D.S.E.N.*

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## **Vacancy for Part-Time School Secretary**

Gort Community School is seeking an enthusiastic, hard-working School Secretary. The position is for three days (19.5 hours) per week.

**Application letter, CV along with two written references to be forwarded by email only to [info@gortcs.com](mailto:info@gortcs.com)**

**Closing date for applications: 4pm Friday 3<sup>rd</sup> May 2024**

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)
- Good IT skills
- Ability to plan and work on one's own initiative along with the ability to work in a team environment with school leadership and other school staff
- A high level of confidentiality and discretion is required

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, School Accounts system- Bright Books, postage, etc.
- Updating, managing and storing school records in compliance with GDPR
- General Office administration
- Procurement of resources for identified areas of the school

Previous School Secretary experience is desirable but not essential as training will be provided.

A Panel of suitable applicants may be set up to fill vacancies that arise within this school year. Canvassing will disqualify.

Salary is as per Dept. of Education circular 0038/2024

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.