

Applications are invited for a School Secretarial / Administration Position

November 2019

Hansfield ETSS is extending its Secretarial / Administration Team and invites applications for an experienced person to join a current team of two. The person appointed will work under the direction of the principal and will support general office activity with particular responsibility for:

- Directing and overseeing work related to the school finances accounts and related tasks in conjunction with other team members with responsibility for specific work in this area. This will include oversight of purchases, payments, payroll, budget planning and maintenance of monthly and annual accounts.
- Reviewing, developing, implementing and overseeing office systems which will include paper and electronic filing systems and associated data protection procedures.
- Supporting the Principal and Deputy Principals and therefore, guiding and supporting the administrative workflow and diary management in a manner that ensures that the key priorities at specific times of the year are adequately addressed from an administrative point of view.
- Providing relevant administrative support to the Principal in their role as Secretary of the Board of Management.

The person appointed will be required to support the general work of the office which will include a mix of financial, general administration/secretarial and reception functions. Accordingly this will involve dealing with staff, parents and as required students on a daily basis. The person appointed will ideally:

- Hold an appropriate qualification in the area of accounts and/or office administration.
- Have experience in an office environment and working as part of a team.
- Be proficient in the use of ICT packages in particular Excel and Word and demonstrate an ability to become quickly proficient with ICT packages designed to support the work of a school office.
- Be highly motivated and have strong personal initiative.
- Demonstrate capacity in the necessary competencies and skills such as communication, organisational, time management and project oversight.

The position may be part-time or full time depending on the skill set of the successful candidate in the context of the work areas to be progressed at Hansfield ETSS and approval of resources by the Board of Management. If the appointment is made on a part-time basis it may be extended to full time at a later time. The hourly rate/weekly salary will be agreed in the context of Department of Education and Skills Guidelines for the payment of School Secretaries / Administration Positions and depending on the experience and qualifications of the successful candidate.

CV including contact for two referees should be forwarded by post in a sealed envelope (coded ADMIN 2019) for the Attention of the Principal, Hansfield ETSS, Barnwell Road, Hansfield, Dublin 15, D15 TF6F not later than 12 noon on Wednesday, 4th December 2019. For queries, contact the principal at 01 8614729 from Monday, 25th November 2019.

End.