

ADVERT ID 106402 *

Secretary

Muire Na Dea Chomhairle Infant School

FAO:The Chairperson By email only to: infantsmournerd@gmail.com NOTE:Applications will not be accepted by hand or by post <https://www.infantschoolmourneroad.net>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jun 15 2018 12:51:28
Application Closing Date: Fri Jun 29 2018
Commencement Date: Mon Jul 30 2018
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Junior School
Gender: Co-Educational
School Patronage: Catholic
Total number of staff: 18
Current Enrolment: 179

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: Following the retirement of our wonderful, long-term secretary, we will be recruiting this summer to fill the vacancy.

This is a temporary position for 1 school year.(25 hours a week)

- The successful candidate will be flexible, committed and possess:
- General office/administrative experience
- Excellent typing skills with proficiency in Microsoft Applications, to include Word, Excel and Outlook
- Excellent organisational, interpersonal along with oral and written communication skills
- Experience of front office telecommunications
- Ability to work under pressure and achieve deadlines
- Ability to plan and work on own initiative, along with the ability to work in a team environment with Principal, other school staff and Multi-Disciplinary staff.

•Confidentiality

Familiarity with GDPR

Familiarity with the Aladdin and POD systems would be desirable.

Experience with accounting would also be desirable.

•Please clearly mark the email "Secretary Application". Thank you.

Other duties to include

- The management of a very busy reception area for a school of approximately 179 pupils as well as 18 teaching staff

- ? Door duty which requires the ongoing monitoring of all those seeking entry to the school.
- ? Oversee the safe entry of pupils who may be late and need to be directed to their classes. Daily logging of such arrivals on our administration system is also required.
- ? Meeting and greeting of School Personnel and insuring they are directed to the correct school in the building. (Our complex has three schools in the one building, 449 pupils approx.)
- ? Answering of school phone and transferring the caller to the correct school on the campus.
- ? Access to the school car-park electronically to allow cars into the grounds safely.
- ? Daily logging of pupil attendance.
- ? Enrolment of new pupils for each school year and during the school year/uploading of same onto the Aladdin administration system as well as the Department of Education and Skills POD system.
- ? Communication with parents in the event of any accident/emergency.
- ? School finance to include online banking.
- ? Payments of school bills on line.
- ? Payments of ancillary staff on line.
- ? Account keeping and filing of all accounts.
- ? Management and filing of pupil lunch menus.
- ? Weekly bank visits.
- ? Organisation and record keeping of payments from parents to include book rental, insurance, fundraising etc

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17356K

Apply To: FAO:The Chairperson
By email only to:
infantsmournerd@gmail.com

NOTE:Applications will not be accepted by hand or by post

County: Dublin

Email Address: infantsmournerd@gmail.com

Phone:

Website: <https://www.infantschoolmourneroad.net>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.