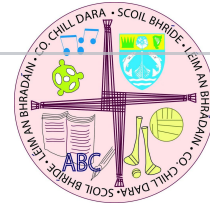


ADVERT ID 115323

Secretary

Scoil Bhríde

Scoil Bhríde. Green Lane, Leixlip, Co Kildare. W23R9Y6
<https://www.scoilbhrideleixlip.scoilnet.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Feb 4 2019 21:12:27
Application Closing Date: Mon Feb 18 2019
Commencement Date: Mon Mar 4 2019
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 23
Current Enrolment: 293
Droichead school: Yes

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: The Board of Management of Scoil Bhríde wishes to appoint a suitable candidate to a full-time secretarial post.

The position is for 35 hours per week during the school term time and four weeks during the summer closure. The hours of work are 8:30 - 3:30. The secretary will report to the Principal and undertake duties as directed to support the administration of the school.

The position will include:

- communicating with parents/guardians
- day to day accounts
- use of School Management System (Aladdin) and POD (Pupil Online Database)
- administration of enrolment
- use of OLCS payment system
- answering and logging telephone calls, emails, etc
- organisation and management of school events
- liaising with relevant bodies e.g. Board of Management, Parents Association, etc
- other administrative tasks as required including ad hoc duties from time to time.

The following skills are required:

- excellent communication, interpersonal and organisational skills and demonstrate a proven ability to initiate, plan and work effectively on own initiative.
- pleasant and approachable manner, both in person and on the phone
- knowledge of GDPR
- ability to work confidentially at all times
- IT skills to include email, Microsoft Word and Excel

- knowledge of the administration of payrolls, accounts and the use of Thesaurus
- experience of Revenue, VAT, RCT and FSSU
- flexible attitude and approach to work
- knowledge of the demands of working in a school environment
- ability to work to deadlines

Please include in your application:

- an outline of how you meet the above criteria and supporting documentation
- details of relevant experience

Appointments will be subject, but not limited to, satisfactory references and current Garda vetting requirements.

A panel of suitable applicants may be set up to fill vacancies which may occur within a four month period from the date on which the board approve the successful candidate.

Suitable candidates will be notified of interview by email. Interviews will take place on Friday 22 February 2019.

Applications may be submitted by

Post only

No email applications will be accepted.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19407L
Apply To: Chairperson
Board of Management,
Scoil Bhríde,
Green Lane
Leixlip, Co Kildare
W23R9Y6
County: Kildare
01 6244850
Website: <https://www.scoilbhrídeleixlip.scoilnet.ie>

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