

ADVERT ID 118722

## Secretary

### Our Lady of Good Counsel GNS

Knocknarea Road Drimnagh Dublin D12 XD51

#### MAIN DETAILS

|                                  |                 |
|----------------------------------|-----------------|
| <b>Status:</b>                   | Deactivated     |
| <b>Level:</b>                    | Primary         |
| <b>Date Posted:</b>              | Mon May 20 2019 |
| <b>Application Closing Date:</b> | Wed Jun 5 2019  |
| <b>Commencement Date:</b>        | Mon Aug 26 2019 |
| <b>Status of Post:</b>           | Fixed-term      |
| <b>Number of Vacancies:</b>      | 1               |

#### SCHOOL DETAILS

|                                     |                                 |
|-------------------------------------|---------------------------------|
| <b>School Type:</b>                 | Mainstream with Special Classes |
| <b>School Structure:</b>            | Senior School                   |
| <b>Gender:</b>                      | Girls                           |
| <b>School Patronage:</b>            | Catholic                        |
| <b>Classification:</b>              | DEIS 2                          |
| <b>Total No. of Teaching Staff:</b> | 12                              |
| <b>Current Enrolment:</b>           | 154                             |
| <b>Droichead school:</b>            | Yes                             |

#### POST DETAILS

##### Additional Information:

This is a temporary position for 1 school year, 25 hours a week. The candidate will be shared between the Senior Girls and Senior Boys School

- The successful candidate will be flexible, committed and possess;
  - Good knowledge of payroll
  - Administrative skills to support the management of school finances
  - 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 include

- The shared management of a very busy reception area for two schools of approximately 250 pupils as well as 26 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 Visitors 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.
- ? 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.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 173551  
**Apply To:** Mourne Road  
 Drimnagh  
 Dublin  
 D12 XD51  
**County:** Dublin  
**Postal District:** Dublin 12  
**Enquiries To:** [drimnaghgnsoffice@eircom.net](mailto:drimnaghgnsoffice@eircom.net)  
 01 4557011

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