

ADVERT ID 118722

Secretary

Our Lady of Good Counsel GNS

Knocknarea Road Drimnagh Dublin D12 XD51

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon May 20 2019 19:07:42
Application Closing Date:	Wed Jun 5 2019
Commencement Date:	Mon Aug 26 2019
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Senior School
Gender:	Girls
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	12
Current Enrolment:	154
Droichead school:	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
01 4557011

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.