

ADVERT ID 118895

Secretary

St. Peter's School, Rathgar

59 Orwell Road Rathgar Dublin 6 Dublin D06 X594.
<https://stpeterssch.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed May 22 2019 13:17:07
Application Closing Date: Fri Jun 7 2019
Commencement Date: Tue Jun 18 2019
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 10
Current Enrolment: 60
Droichead school: Yes

POST DETAILS

Additional Information: St. Peter's School Rathgar is seeking a temporary school secretary for one school year. This is a temporary position for 35 hours a week.
 ? St. Peter's School is located at 59 Orwell Road, Rathgar on the grounds of the Lucena Clinic

? 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
- Confidentiality
- Familiarity with GDPR
- Familiarity with the Aladdin and POD,PPOD systems would be desirable.
- Experience with accounting would also be desirable.

- 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.

? Other duties include:

- The management of a very busy reception area.
- Door duty which requires the ongoing monitoring of all those seeking entry to the school.

Oversee the safe entry of STUDENTS 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.
Answering of school phone and transferring the caller to the correct school on the campus.
Enrolment of new students 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 STUDENT lunch menus
Organisation and record keeping of payments from parents to include book rental, insurance, fundraising etc

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

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18904U
Apply To: 59 Orwell Road
Rathgar
Dublin 6
Dublin
County: Dublin
Postal District: Dublin 6W
Enquiries To: john.condon2@sjog.ie
014999300
Website: <https://stpeterssch.ie>

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