

ADVERT ID 126998

Secretary

St Attractas JNS

Broadford Road Ballinteer D16P891
<https://www.stattractasjns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Aug 30 2019 12:19:42
Application Closing Date: Mon Sep 16 2019
Commencement Date: Mon Sep 30 2019
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Junior School
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 20
Current Enrolment: 353
Droichead school: Yes

POST DETAILS

Additional Information: The Board of Management of St. Attracta's Junior National School, Meadowbrook, Dundrum, Dublin 16, Roll No. 19537b, is seeking an experienced School Secretary.

Qualifications/Experience: Relevant secretarial or office administration qualifications and a minimum of 3 years' experience in an office environment, preferably in an educational setting.

The appointment is subject to Garda Vetting and the successful candidate will have to undertake online TUSLA Child Protection training.

The successful candidate will report to the Principal, will be an integral part of our school community and will manage the school office in a welcoming, professional and discreet manner. Main responsibilities, duties and required skills are outlined below:

Management of office including
 General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below
 Dealing with pupils, parents, staff, management and the wider community
 Organising, maintaining and updating school databases and filing systems
 Managing all school correspondence
 Maintenance of school supplies
 Maintenance and filing of documentation
 Management of monthly and annual school accounts - cash handling, banking, petty cash
 Maintaining records of all leave taken by school staff
 Logging pupils leaving and re-entering school during school day
 Co-ordinating internal communications (post, telephone messages email, PA system)
 Liaison with representatives of the Department of Education and other visitors, service providers, suppliers and school users

Working in close co-operation with the Board of Management, Principal and teaching staff and performing work requested by them
Carrying out other duties assigned by the Principal and related to the post of School Secretary
Skills / Knowledge Required
Excellent interpersonal and organisational skills
Excellent communication skills (both verbal and written)
Excellent typing/IT skills
Management of School Website
The candidate will need to be highly confidential in all areas of their work and be GDPR (General Data Protection Regulation) compliant.
Ability to plan and work efficiently and on own initiative, working to tight deadlines and showing flexibility consistent with the nature of the job
A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, Powerpoint, Access), with ability to learn new applications
Experience of operating database platforms such as or similar to the Online Claim System (OLCS), Pupil Online Database (POD) and the Aladdin School Intranet System
Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements - online banking, payroll, ROS(Revenue Online Service)

Applications by email only by email only with a letter of application and CV, including referees and copies of qualification certificates. Closing date for applications is Monday 16th September 2019.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19537B
Apply To: stattractasjunior2019@gmail.com
County: Dublin
Postal District: Dublin 16
Enquiries To: stattractasjunior2019@gmail.com
01 2984352
Website: <https://www.stattractasjns.ie>

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