

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  
**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:** 21  
**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)

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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](mailto:stattractasjunior2019@gmail.com)  
**County:** Dublin  
**Postal District:** Dublin 16  
**Enquiries To:** [stattractasjunior2019@gmail.com](mailto:stattractasjunior2019@gmail.com)  
01 2984352  
**Website:** <https://www.stattractasjns.ie>

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