

ADVERT ID 129690

Secretary / Administrator

Santa Sabina Dominican College

Greenfield Road Sutton D13RD80

<https://www.santasabina.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Nov 7 2019
Application Closing Date: Thu Nov 14 2019
Commencement Date: Mon Dec 2 2019
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 23.3

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 749
Droichead school: Yes

POST DETAILS

Additional Information:

Duties:

General Reception Duties

welcoming visitors

dealing with security arrangements i.e. Visitors signing - in book,

answering the phone

taking messages

dealing with enquiries both on the phone and face to face.

Student Attendance

Dealing with morning and afternoon roll calls

Sending absent text messages to parents

Inputting all students notes (absent, late, appointments) on VSWare

Making daily announcements

Setting up for parent/teacher meetings and Board of Management meetings

Assisting on Open days and special events

Updating the school website - adding and removing content as required

Assisting school bursar and school secretary as required

Specification

Excellent communication and organisational skills

Excellent computer skills

Ability to work as part of a team

Ability to see tasks through to completion

Good flexibility and commitment to the school

Hours

8.30 -1.30 Monday -Thursday

8.30 - 12.00 noon Friday (23.30 hours per week)

Probationary period six months

Additional Information

This position operates during term-time only Monday - Friday and is a part time position.

Flexibility would be required to occasionally work during the school holidays on an ad-hoc basis.

Additional pay will be provided at the normal hourly rate.

Child Safeguarding

It is a requirement that the successful candidate will be Garda vetted which is in keeping with the school's Child Safeguarding Statement. It is the responsibility of the individual to safeguard the students in the school and to adhere to all school policies and support the school ethos.

Salary €12.00 per hour

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	60380C
Apply To:	Greenfield Road Sutton
County:	Dublin
Postal District:	Dublin 13
Enquiries To:	vacancies@santasabina.ie 8322200
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