

ADVERT ID 130733

Secretary

Scoil Chaitríona Baggot Street

59 Lower Baggot Street Dublin 2 D02H365
<http://scoilchaitrionabaggotstreet.ie/>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Dec 9 2019
Application Closing Date:	Mon Dec 23 2019
Commencement Date:	Mon Jan 13 2020
Status of Post:	Substitute - maternity
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	13
Current Enrolment:	155
Droichead school:	Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

The Board of Management of Scoil Chaitríona Baggot Street wish to appoint a suitable candidate to the position of secretary to cover a maternity leave. The hours per Monday to Friday, 9am-3pm. The hourly rate is very competitive.

The key responsibilities of this role are as follows:

- Acting as the first point of contact for all visitors to the school and responding to their enquiries.
- Managing school filing systems of all applications for enrolment and checking that all documentation has been completed/signed by parents and guardians.
- Answering the phone or emails and dealing with or passing on messages or queries to the relevant persons, checking of voicemail on a regular basis every day also included.
- Update and maintenance of Aladdin, POD (Pupil Online Database) and OLCS payment system
- Maintaining account records of monies paid, monies received, invoices, etc. and entering these into Airgead Bunscoile on a weekly basis.
- General administration tasks, procurement, and answering telephone calls.

The following skills are required:

- Proficiency in ICT
- Ability to work independently
- Strong interpersonal and communication skills (both written and oral)

- Strong organisational skills
- Discretion and the ability to maintain strict confidentiality
- Experience of working in a demanding, fast paced environment.
- Experience of also working in a child-centred environment would be desirable but not essential.

The position is subject to current Garda Vetting requirements.

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: 19896G
Apply To:
County: Dublin
Postal District: Dublin 2
Enquiries To: scbsapplications@gmail.com
01 6766132
Website: <http://scoilchaitrionabaggotstreet.ie/>

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