

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 14:22:11  
**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:** 10  
**Current Enrolment:** 152  
**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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