

ADVERT ID 131151

Secretary

Scoil Chaitríona Baggot Street

59 Lower Baggot Street Dublin 2 D02H365

<http://scoilchaitrionabaggotstreet.ie/>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Jan 7 2020
Application Closing Date:	Tue Jan 21 2020
Commencement Date:	Mon Jan 27 2020
Status of Post:	Substitute - maternity
Number of Vacancies:	1
	This is a readvertisement

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

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 successful candidate will be working under the direction of the school principal and will play a key role in our school's warm, caring and inclusive environment.

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 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

- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19896G
Apply To:	below email address
County:	Dublin
Postal District:	Dublin 2
Enquiries To:	scbsapplications@gmail.com 01 6766132
Website:	http://scoilchaitrionabaggotstreet.ie/

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