

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 11:50:09
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: 10
Current Enrolment: 152
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
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Postal District: Dublin 2
Enquiries To: scbsapplications@gmail.com
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