

ADVERT ID 131153

Secretary

Scoil an Linbh Iosa (Mercy Primary)

St Francis Street Galway H91RX32
<https://www.mercyprimary.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jan 7 2020
Application Closing Date: Wed Jan 22 2020
Commencement Date: Mon Feb 24 2020
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 24
Current Enrolment: 265
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 Mercy Primary wish to appoint a suitable candidate to the position of school secretary/administrator commencing February 2020. The working week will consist of 30- 35 hours over 5 working days: Monday to Friday.

The key responsibilities of this role are as follows:

- Act as the first point of contact for all visitors to the school and respond to their enquiries
- Managing school communications: phone, email, Aladdin, newsletters, school website, social media sites, postage etc.
- Update and organisation of school records: Aladdin, POD (Pupil Online Database) OLCS payment system and filing.
- Short-term management of school financial records: daily accounts, invoices, incoming payments on Aladdin and processing outgoing payments.
- Process salaries using a payroll software package
- General school administration and office management.
- Procurement of resources for all areas of the school.

The following skills are required:

- Proficiency in spoken and written English
- Proficiency in Word Processing, Excel and IT Skills
- Ability to be flexible, work on own initiative and also with Principal and Staff.
- Strong interpersonal and communication skills (both written and oral)

- Strong organisational skills
- Discretion and the ability to maintain strict confidentiality
- Secretarial experience and qualification.
- Experience working in a demanding, busy work environment.
- Experience working in a child-centred environment would be desirable but not essential.

The position is subject to current Garda Vetting requirements and a probationary period.

Please submit application in envelope marked: Secretary/Administrator Application

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 04515G
Apply To: Mercy Primary,
 Secretary/Administrator Application,
 St Francis Street
 Galway
 H91RX32
County: Galway
Enquiries To: info@mercyprimary.ie
 091 566452
Website: <https://www.mercyprimary.ie>
Further Information: <https://www.mercyprimary.ie>

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