

ADVERT ID 131698

Secretary

Harold School

Eden Road Lower Glasthule Glasthule Dun Laoghaire A96X043
<https://www.theharoldschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jan 31 2020
Application Closing Date: Fri Feb 14 2020
Commencement Date: Mon Mar 9 2020
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 38
Current Enrolment: 651
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 BOM of The Harold School invites applications for the position of School Secretary. This will be a full time position (3 year contract). The position is subject to a 6 month probationary period. The working week will normally consist of 35 hours over 5 working days - Monday to Friday.

The key responsibilities of this role are as follows:

- Act as liaison between the school, the community and other stake holders
- Managing school communications - phone, email, Aladdin, Newsletters, postage etc.
- Update and organisation of school records - Aladdin, POD, OLCS payment system and filing
- Short-term management of school finances, daily accounts
- Processing of Invoices, incoming payments, outgoing payments
- General school administration and office management
- Procurement of resources

The ideal candidate should have:

- Experience in working in a demanding, busy work environment
- Excellent Word Processing, Excel and IT skills, secretarial skills
- Experience in working and maintaining data based programmes e.g. POD, OLCS, Aladdin
- Strong interpersonal and communication skills both written and oral
- Fluent oral and written English
- Discretion and the ability to maintain strict confidentiality
- Strong organisational skills
- Ability to be flexible, work on own initiative and work with Principal , staff and school community

Position subject to satisfactory outcome of Garda Vetting process

Please clearly mark "Application School Secretary" on envelope

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: 20141G
Apply To: The Chairperson
Board of Management
The Harold School
Lower Eden Road Lower
Glasthule
Co. Dublin
A96X043
County: Dublin
Postal District: County Dublin
01 2805708
Website: <https://www.theharoldschool.ie>

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