

ADVERT ID 131849

Secretary

Galway Educate Together NS

Thomas Hynes Rd Newcastle Galway H91 HV07
<https://www.getns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Feb 11 2020 11:55:43
Application Closing Date: Tue Feb 25 2020
Commencement Date: Wed Mar 4 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: Educate Together
Total No. of Teaching Staff: 28
Current Enrolment: 402
Droichead school: Yes

POST DETAILS

Additional Information: Additional Information:
 The Board of Management of Galway Educate Together wish to appoint a suitable candidate to the position of school secretary/administrator commencing the 4th March, 2020. The working week will consist of 33 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, PA System, social media sites, postage etc.
 Updating, file management and organisation of school records in compliance with GDPR, Aladdin, POD (Pupil Online Database) OLCS payment system and filing.
 Ongoing management of school financial records: daily accounts, invoices, incoming payments on Aladdin and processing outgoing payments.
 General school administration and office management.
 Procurement of resources for identified areas of the school.
 Assisting the principal and BOM with the preparation and presentation of school documents and reports.
 Assisting with the organising of school events and activities such as :
 Junior Infant Booklets
 Updating Staff Notice Boards
 Collection and counting of monies for various events & activities.
 Lodging money to school bank account.
 Assisting with collation of invoices, statements, delivery notes in preparation for payment.
 Liaising with bank regarding Bank balances, Statements. Cheque book & Lodgement book.
 Searching relevant department websites (DES, INTO, IPPN) for recent publications, documents, application forms etc.
 Facilitating the organisation of the school policies and procedures.

Supporting and helping with the organisation of the local and international adult students and volunteers in the school.
Contact person for the organisation of substitute teacher in the school.
Liaise with the bus companies and ancillary staff.
Researching and ordering of school furniture.
Ordering, maintaining and distribution of Art and classroom supplies (pencils, copies, crayons, paint etc).
Assisting in the practicalities of the school enrolment process.

Key skills and competencies

Excellent command of English

A minimum leaving cert standard of education or equivalent

A minimum of 3 years experience in office / secretarial work or related environment

Strong organisational skills

Proven ability to initiate, plan and work on own initiative

Proven ability to work in a team environment with staff

Excellent interpersonal skills

Proficiency in Word Processing, Excel and IT Skills

Experience of Surf accounting package would be desirable but not essential.

Strong interpersonal and communication skills (both written and oral)

Discretion and the ability to maintain strict confidentiality

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 an envelope marked: Secretary/Administrator Application

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
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20000L
Apply To: Galway Educate Together National School
Thomas Hynes Rd
Newcastle
Galway
H91 HV07
County: Galway
Enquiries To: admin@getns.ie
(091) 527887
Website: <https://www.getns.ie>

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