

ADVERT ID 132061

Secretary

Harolds Cross NS

Clareville Road Harold's Cross Dublin 6w Harold's Cross D6WFR66
<https://www.haroldscrossns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Feb 24 2020 16:57:30
Application Closing Date: Mon Mar 9 2020
Commencement Date: Mon Mar 23 2020
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 26
Current Enrolment: 396
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: A panel of suitable applicants may be set up to fill vacancies which may occur within a four month period from the date on which the Board approves the successful candidate.
 Additional Information:
 The Board of Management of Harold's Cross NS, Clareville Road, Dublin 6w , Roll No. 19924i is seeking an experienced School Secretary.
 Qualifications/Experience: Relevant secretarial or office administration qualifications and a minimum of 3 years' experience in an office environment, preferably in an educational setting.
 The appointment is subject to Garda Vetting and the successful candidate will have to undertake online TUSLA Child Protection training.
 The successful candidate will report to the Principal, will be an integral part of our school community and will manage the school office in a welcoming, professional and discreet manner. Main responsibilities, duties and required skills are outlined below:
 Management of office including -
 General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below
 Dealing with pupils, parents, staff and the wider community
 Organising, maintaining and updating school databases and filing systems
 Managing school correspondence
 Maintenance of all school supplies
 Maintenance and filing of all documentation , Banking cash
 Maintaining records of all leave taken by school staff
 Co-ordinating internal communications (post, telephone messages email, PA system)
 Liaison with representatives of service providers, suppliers, school users and visitors

Working in close co-operation with the Principal and teaching staff and performing work requested by them

Carrying out other duties assigned by the Principal and related to the post of School Secretary

Skills / Knowledge Required -

Excellent interpersonal and organisational skills

Excellent communication skills (both verbal and written)

Excellent typing/IT skills

The candidate will need to be highly confidential in all areas of their work and be GDPR (General Data Protection Regulation) compliant.

Ability to plan and work efficiently and on own initiative, working to deadlines and showing flexibility consistent with the nature of the job

A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher,

Powerpoint, with ability to learn new applications

Experience of operating database platforms such as or similar to the Online Claim System (OLCS), Pupil Online Database (POD) and SAGE

Experience of basic financial systems in line with FSSU (Financial Support Services Unit)

requirements - online banking, payroll, ROS(Revenue Online Service)

Please note that the successful candidate will be required to work over the summer.

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: 199241
Apply To: Clareville Road
Harold's Cross
Dublin 6w
N/A
D6wFR66
County: Dublin
Postal District: Dublin 6W
Enquiries To: office@haroldscrossns.ie
01 4922321
Website: <https://www.haroldscrossns.ie>

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