

ADVERT ID 138421

## Secretary

### Monasterevan Convent N.S.

Drogheda Street Monasterevin W34 P308  
<https://www.sen.ie>

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Fri Jul 3 2020
<b>Application Closing Date:</b>	Mon Jul 20 2020
<b>Commencement Date:</b>	Thu Aug 27 2020
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Girls with Infant Boys
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	21
<b>Current Enrolment:</b>	385
<b>Droichead school:</b>	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:

School will re-open on Thursday, August 27th, 2020.

The Board of Management invites applications for the position of Office Administrator / School Secretary. Our school prides itself on both excellence and its strong sense of community and the Office Administrator / School Secretary will work positively and proactively within a team of highly engaged staff, students and parents/guardians.

The working week will normally consist of 30 hours scheduled over 5 working days - the final arrangements will be agreed with the successful candidate on the basis of meeting school needs.

Flexibility may be required at other times in order to support school events / activities.

The successful candidate will:

- Have relevant secretarial qualifications or experience in an office within an educational setting.
- Have a proactive, can-do approach, the ability to work on his/her own initiative and will assist the Principal in performing a wide variety of administrative duties. Flexibility in adapting to the needs of the school is essential.
- Enjoy working in a varied and busy environment with a focus on delivering an excellent service to staff, students, parents/guardians and prospective parents/guardians.

- Have a proven track record in building positive relationships across a range of stakeholders.
- Be reliable, trustworthy, calm under pressure and uphold the ethos of the school.
- Be comfortable and discreet in dealing with confidential information while having a personable, yet professional manner.
- Be a confident and proficient user of MS Office, be IT competent and have a commitment to upskilling in emerging technologies.
- Have excellent communication skills including oral and written English grammar, spelling, punctuation and vocabulary.
- Proactively identify opportunities to improve systems and procedures to ensure the smooth running of the school office.
- Record and deposit sums of cash as they arrive into the school office

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.

Responsibilities of the role include:

- Being the first point of contact for visitors and parents/guardians as they enter the school.
- Managing the full range of school administration and office/reception management, ensuring compliance with GDPR.
- Assisting the Principal in the administration of meeting requests, diary management and scheduling of events.
- Assist with the planning, preparation and set-up for a wide range of school events.
- Organising, maintaining and updating school databases and files including the operation of systems such as Aladdin, POD, OLCS and Online/Payroll payments.
- Assisting the Principal with the preparation of various school documents.

Additional Information:

- The position is subject to a 6 month probationary period.
- The successful candidate will be required to undergo compulsory Garda Vetting and online TUSLA Child Protection Training.

Applications should be submitted by email only to [senapply20@gmail.com](mailto:senapply20@gmail.com)

Please type Office Administrator in the Subject line.

Only those candidates invited to interview will be contacted.

#### 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

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 15769C  
**Apply To:** The Chairperson,  
Monasterevan Convent N.S.,  
Drogheda Street,  
Monasterevin,  
Co. Kildare.  
W34 P308  
**County:** Kildare  
**Enquiries To:** [senapply20@gmail.com](mailto:senapply20@gmail.com)  
045 525561  
**Website:** <https://www.sen.ie>  
**Further Information:** <https://www.kildare.ie/sainteivins>

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