

ADVERT ID 138479

Secretary

Radharc Na Mara Primary School

Walter Macken Rd. Mervue Galway H91YD58
<https://www.radharcnamaramervue.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jul 6 2020 09:58:21
Application Closing Date: Mon Jul 20 2020
Commencement Date: Mon Aug 31 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: 41
Current Enrolment: 358
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: Radharc na Mara Primary School Mervue seeks to appoint a school secretary from the 1st September 2020. The successful candidate must have experience of working in a busy office environment and should be familiar with payroll and accounts software packages. Induction will be provided prior to commencement. Provisional hours are expected to be from 8.45 am to 2.30pm Monday to Friday. The final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the School Principal. Flexibility may be required at other times to support school events/activities.

The successful candidate will:

Assist the Principal in performing a wide variety of clerical and secretarial duties with a flexibility in adapting to the needs of the school.

Enjoy working in a varied and busy environment with a focus on delivering an excellent service to staff, students, parents and prospective parents.

Be reliable, trustworthy, calm under pressure and uphold the ethos of the school.

Be discreet in dealing with confidential information, and have a personable, yet professional manner.

Be a confident and proficient user of MS Office including Word, Powerpoint & Excel, and have

strong ICT literacy with an interest in and commitment to upskilling and engaging in and learning new technologies as they emerge. Knowledge of Aladdin, Databiz, POD, OLCS is desirable.

Have excellent communication skills.

Proactively identify opportunities to improve systems and procedures to ensure the smooth running of the school office.

Experience operating in a busy reception/front office environment.

Good organisational and clerical skills, ensuring good record keeping and adherence to school procedures and policies at all times.

Applicants should display:

ability to work seamlessly as a team member
excellent personal and interpersonal communication skills
excellent IT, organisational and office skills
ability to work proactively on own initiative
ability to perform calmly and effectively under pressure
absolute discretion

The successful candidate will be subject to a probationary period of 3 months.

The secretary will not normally be in the employment of the school during school holidays apart from one week pre-term in August.

The successful candidate will be required to undergo compulsory Garda Vetting and online TUSLA Child Protection Training . Applications to include cover letter, CV and names of two referees with contact details by email to:

jobs@mervueprimary.ie

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 205541

Apply To:

County: Galway

Enquiries To: jobs@mervueprimary.ie

Website: <https://www.radharcnamaramervue.ie>

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