ADVERT ID 138496

Secretary

Bishop Shanahan NS

Orwell Park Templeogue Dublin 6W N/A D6WX093

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Jul 6 2020 11:18:07
Application Closing Date:	Mon Jul 20 2020
Commencement Date:	Mon Sep 7 2020
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Junior School
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	26
Current Enrolment:	450
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 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 successful candidate will:

Have relevant secretarial qualifications or experience in an office within an educational setting.

Carry a high level of responsibility, will coordinate all activities in the school office, and will provide a high level, confidential and full administrative back-up to the Principal and the teaching staff.

Be comfortable and discreet in dealing with confidential information while having a personable, yet professional manner.

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

Have excellent communication skills including oral and written English grammar, spelling, punctuation and vocabulary.

Be a confident and proficient user of MS Office, be IT competent and have a commitment to upskilling in emerging technologies.

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.

Organising, maintaining and updating school databases and files including the operation of systems such as Aladdin, POD, OLCS and Online/Payroll payments.

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.

Please note that due to workload only those applicants 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

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	19658N
Apply To:	Orwell Park Templeogue Dublin 6W N/A D6WX093
County:	Dublin
Postal District:	Dublin 6W
Enquiries To:	principal@bishopshanahan.ie 01 4508449

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