

ADVERT ID 142248

## Secretary

### Scoil Iosa

Tymon North Tallaght  
<https://www.scoiliosa.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Sep 7 2020 10:17:14  
**Application Closing Date:** Mon Sep 21 2020  
**Commencement Date:** Mon Sep 28 2020  
**Status of Post:** Part-Time  
**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:** 14  
**Current Enrolment:** 118  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Scoil Íosa, Tymon North, is seeking a part-time secretary for circa 25 hours per week. Contract terms as per CPSMA / Department of Education guidelines.  
The successful candidate will have experience in office management and administration. The suitable candidate will manage the school office in a welcoming, professional and discrete manner and will be an integral part of the school community.  
Responsibilities include but are not limited to:  
General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-  
\* Organising, maintaining and updating school databases and filing systems  
\* Managing school correspondence  
\* Maintenance of school office supplies  
\* Maintenance and filing of all documentation  
\* Maintaining records of staff leave  
\* Liaison with representatives of service providers, suppliers, school users and visitors  
\* Working in close co-operation with the principal and staff  
\* Carrying out other duties assigned by the principal and related to the post of school secretary  
\* Co-ordination of internal communications (post, telephone messages, email etc)  
**Skills/ Knowledge Required:**  
\* Excellent interpersonal and organisational skills  
\* Excellent communication skills (both verbal and written)  
\* Excellent typing/IT skills  
\* Excellent attention to detail  
\* The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations  
\* Ability to plan and work efficiently and on their own initiative, working to a deadline 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 an ability and willingness to master new applications

\* Maintaining records of school finances

\* Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD), Aladdin (desirable)

\* Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements (desirable), Online Banking, Payroll, and ROS.

\* Willingness to assist with basic first aid, if required (desirable)

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and Covid-19 related online training.

#### 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:** 19577N

**Apply To:** Applications to be emailed to [scoiliosaposts202@gmail.com](mailto:scoiliosaposts202@gmail.com) addressed to the Chairperson of the Board of Management Ann Kelly.

**County:** Dublin

**Postal District:** Dublin 24

**Enquiries To:** [scoiliosaposts2020@gmail.com](mailto:scoiliosaposts2020@gmail.com)

01 4520800

**Website:** <https://www.scoiliosa.ie>

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