

ADVERT ID 144211

Secretary

Scoil Naomh Padraig

Ballyroan Crescent Ballyroan Rathfarnham D16XK80

<https://www.snp.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Oct 21 2020 13:25:34
Application Closing Date: Fri Oct 30 2020
Commencement Date: Tue Dec 1 2020
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Girls with Infant Boys
School Patronage: Catholic
Total No. of Teaching Staff: 31
Current Enrolment: 526
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 of Scoil Naomh Pádraig invites applications for the post of Part-time (job-sharing) Secretary, covering the school calendar year. The successful candidate will manage the school office/reception in a welcoming and professional manner and will be an integral part of the school community.

The position is subject to a 6-month probationary period. This 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. Induction training will be facilitated. The ideal candidate should have:

- Excellent communication, interpersonal and organisational skills
- Competency in maintaining financial accounts, payroll and R.O.S.
- Excellent Word Processing, Excel, Publishing and general IT Skills
- Preferably experience in using online data platforms including Aladdin, OLCs, POD & Payroll
- Ability to write letters/emails with fluency and accuracy
- Experience in working in a child centred environment desirable.
- A clear understanding of and adherence to GDPR regulations

Other skills required:

A high level of confidentiality
 Ability to plan and work efficiently on their own initiative
 Ability to be flexible, consistent with nature of post
 Ability to work in close co-operation with the school principal and staff

Letter of application, including CV should be sent to the Chairperson at the following email address: scoilnaomhpadraigapplications@gmail.com

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: 19114T
Apply To: scoilnaomhpadraigapplications@gmail.com
County: Dublin
Postal District: Dublin 16
Enquiries To: scoilnaomhpadraigapplications@gmail.com
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