

ADVERT ID 145810

Secretary

St Augustines School

Obelisk Park Carysfort Avenue Blackrock A94 X8K7
<https://www.saintaugustines.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Dec 3 2020
Application Closing Date: Fri Dec 18 2020
Commencement Date: Mon Feb 15 2021
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 23
Current Enrolment: 160
Droichead school: Yes

POST DETAILS

Additional Information:

St. Augustine's School, Blackrock, Co. Dublin provides co-educational facilities for students, aged 8-18, with mild general learning needs. The Board of Management of St. Augustine's School invites applications for the position of school secretary, from 8.30 a.m. to 4.00 p.m., for the full calendar year.

Knowledge of Online Claims System (OLCS), Medmark, Aladdin, Primary Online Database (POD), QQL, School Meals Scheme, GDPR regulations and garda vetting procedure are highly desirable.

Duties include, but not limited to supporting administration of

- Recording and inputting staff leave on OLCS, including Medmark referrals as necessary.
- Managing school correspondence (staff appointment forms, SENO forms, emails, etc).
- Accounting - petty cash, school meals scheme income and expenditure/application, recording and receipting school fees received.
- Managing school stationery supplies.
- Maintaining principal/secretary's files – staff files, student files, correspondence with parents.
- Communication (internal and external) with parents, staff, students, suppliers, government departments, etc.
- Assisting in co-ordinating July Provision Programme – communication with parents, sourcing staff including bus escorts, resource-participant form, etc.
- Co-ordinating/proof-reading student reports, personal pupil plans, graduation records of achievement.
- Maintaining student certificates/qualifications.

Accurate maintenance of school finance records and basic financial systems in line with Financial Support Services Unit (FSSU) requirements

Liaising with Board of Management treasurer in relation to accounting matters

Carrying out other duties assigned by school principal and related to post of school secretary

Skills/knowledge required

- Ability to work on own initiative.
- Attention to detail.
- Excellent interpersonal, communication and organisational skills.
- Ability to work efficiently under pressure and as part of a team.
- Excellent IT skills and proficiency in MS Word and Excel, including mail-merge.
- Ability and willingness to master new applications.

The appointment is subject to Garda Vetting and a 3 month probationary period and the successful candidate will be required to undertake Tusla Child Protection and Covid-19 related online training.

This position may suit someone who would like to phase into the job, perhaps commencing with 2-3 days per week while current secretary is in place (negotiable). Position will be full time from 1st August 2021 for 37.5 hour week, from 8.30 a.m. to 4.00 p.m. (current secretary retiring at the end of August 2021). Salary €35,100 per annum with 22 days holidays per year (taken during school holidays).

Applications by post to Principal to include letter and CV only (printed double-sided; 2 pages maximum). No further information e.g. certificates required at this time. Short-listing will apply. Closing date 18th December 2020.

Interviews will be held in late January 2021 in our school hall (socially distancing).

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 184990
Apply To: School Principal
 St Augustine's school
 Obelisk Park
 Carysfort Avenue
 Blackrock
 A94X8K7
County: Dublin
Postal District: County Dublin
Enquiries To: david.obrien@sjog.ie
 01 2881771
Website: <https://www.saintaugustines.ie>
Further Information: <https://saintaugustines.ie/>

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