

ADVERT ID 161088

Secretary

St Joseph's BNS

St Joseph's Boys NS Terenure Road East Terenure N/A D06ED86
<https://www.stjosephsterenure.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Oct 1 2021
Application Closing Date: Fri Oct 15 2021
Commencement Date: Wed Nov 10 2021
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Boys
School Patronage: Catholic
Total No. of Teaching Staff: 24
Current Enrolment: 415
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:

Please put 'Secretary Position' in subject line of email application.

The working week will be Monday to Friday 8.30am-3.30pm for the school calendar year and some time over holiday periods.

This position is subject to Garda Vetting, MedMark clearance and a 6-month probationary period. The successful candidate will be required to undertake TUSLA Child protection and Covid-19 online training.

Suitable candidates will be invited by email to attend interview.

Due to workload only those applicants invited to interview will be contacted.

Duties include:

Dealing with school correspondence
Maintenance of databases: Aladdin, POD and OLCS
Ongoing management of school financial records
Office administration skills: photocopying, laminating etc.
Maintaining of office equipment and supplies
Liaising with representatives of service providers, suppliers, school users and visitors
Administration of enrolment processes

A detailed list of duties for this position is available on request from applications@stjosephsterenure.ie

Skills required:

Excellent organisational skills

Proficiency in ICT

Excellent communication skills

Ability to maintain discretion and confidentiality

Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

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: 09750S
Apply To: applications@stjosephsterenure.ie

Fr Philip Bradley
Chairperson
St Joseph's Boys NS
Terenure Road East
Terenure
N/A
D06ED86

County: Dublin
Postal District: Dublin 6
Enquiries To: principal@stjosephsterenure.ie
0892510954
Website: <https://www.stjosephsterenure.ie>
Further Information: <http://stjosephsterenure.ie/>

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