

ADVERT ID 169641

Secretary

Scoil Treasa

Ballycullen Avenue Firhouse Dublin 24 Dublin D24E985
<https://www.scoiltreasa.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu May 19 2022
Application Closing Date: Tue May 31 2022
Commencement Date: Mon Jun 20 2022
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 26
Current Enrolment: 385
Droichead school: Yes

POST DETAILS

Additional Information:

Scoil Treasa Firhouse, Dublin 24 seeks an enthusiastic, hard-working primary school secretary who is competent and experienced in relation to office procedures.
The successful candidate will have:excellent organisational, oral and written communication skills
excellent interpersonal and communication skills
administrative skills to support the management of school finances
accounting experience desirable
proficiency in Microsoft Applications including Word & Excel
ability to plan and work on own initiative along with the ability to work in a team environment with Principal and other school staff

Key Duties and Responsibilities include but are not limited to the following:
Providing day to day administrative support to the Principal and school team;
Recording and updating Dept. of Education systems POD and OLCS
Maintaining the ALADDIN administration system
Weekly payroll
Financial management - to include online payments, bank lodgements and reconciliations and petty cash
Preparing accounts for audit
Preparations for Board of Management Meetings
Revenue returns including PAYE, RCT and VAT
Ensuring compliance with GDPR

Key Skills

The successful candidate should have office experience in a similar role and must demonstrate the following:

- Excellent organisational skills / ICT skills
- Confidentiality and discretion
- Flexibility and ability to work independently
- Strong interpersonal and communication skills;

This position is subject to Garda Vetting.

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

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19565G
Apply To: Ballycullen Avenue
Firhouse
Dublin 24
Dublin
d24E985
County: Dublin
Postal District: Dublin 24
Enquiries To: admin@scoiltreasa.ie
014513141
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