

ADVERT ID 173129

Secretary

Scoil Chaitríona Cailíní

Measc Ave, Coolock, Dublin 5 D05HR61
<https://www.scoilchaitriona.info>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jun 20 2022
Application Closing Date: Mon Jul 4 2022
Commencement Date: Fri Oct 14 2022
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Senior School
Gender: Girls
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 16
Current Enrolment: 195
Droichead school: Yes

POST DETAILS

Additional Information:

Position of Secretary Scoil Chaitríona Cailíní

The Board of Management of Scoil Chaitríona Cailíní wish to appoint a suitable candidate to the position of school secretary. This role is for 30 hours per week spread over 5 days. Remuneration will be in line with the provisions of Department of Education and Skills Circular 0036/2022.

The key responsibilities of this role are as follows:

Organisation: Act as the first point of contact for all visitors to the school and respond to their enquiries.

Managing school communications: phone, email, newsletters, payments, postage,

General school administration and office management:

Updating, file management and organisation of school records in compliance with GDPR, Aladdin POD (Pupil Online Database), OLCS payment system and filing and payroll system

Assisting the Principal and Board of Management with the preparation and presentation of school documents and reports..

Assisting with the organising of school events and activities.

Collecting and counting monies for various events and activities.

assisting with the collation of invoices, statements, delivery notes in preparation for payment.

Proven ability to initiate, plan and work on own initiative.

Proven ability to work in a team environment with staff.

The ideal candidate should have:

- Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.

- A familiarity of working with on line school databases (e.g. Aladdin, POD & OLCS systems)
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- Excellent interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including wages, budgets, on line payment systems,(ROS,VAT, RCT, procurement , monthly financial reports and familiarity with Financial Services Support Unit (FSSU).

Knowledge of the Thesaurus Payroll software and online banking procedures would be desirable but not essential

- A high level of proficiency in I.C.T. and in the use of Microsoft Teams and other online applications.
- Office administration skills including photocopying, laminating, binding etc.
- Knowledge of GDPR & Data Protection requirements.
- The ability to assist the Principal with the daily administration tasks and meeting requests and scheduling events etc.
- The willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
- Confidentiality and professionalism are absolutely essential

Shortlisting will be applied and those who are shortlisted will be called for interview.

The position is subject to current Garda Vetting requirements.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 183611
Apply To: Peter Keenan - Chairperson BOM
 By email only - recruitment@scoilchaitrionasns.ie
County: Dublin
Postal District: Dublin 5
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