

ADVERT ID 174374

Secretary

Loreto PS

Loreto Primary School Loreto Avenue Dalkey Dublin A96P8N3
<https://loretopsdalkey.ie/>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jun 24 2022
Application Closing Date: Tue Jul 5 2022
Commencement Date: Mon Aug 29 2022
Status of Post: Permanent
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: 19
Current Enrolment: 309
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 Loreto Primary School wish to appoint a suitable candidate to the position of School Secretary. Loreto is a busy, friendly school and we are looking to hire a secretary to be part of our dynamic team. Remuneration will be in line with the provisions of the Dept. of Education and Skills circular 0036/2022 and the hours would be Monday to Friday 8:30am - 3:00pm. Holidays as per circular.

The ideal candidate should ideally have:

- Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.
- A familiarity of working with online 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 SAGE Payroll software and online banking procedures.
- A high level of proficiency in I.T. and in the use of Microsoft Office 365 and other online applications, such as of Word, PowerPoint and Excel.
- 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 appointments and with the scheduling of 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.
- Proven ability to work in a team environment with staff. Confidentiality and professionalism are absolutely essential

The appointment is subject to a 6-month probationary period. The appointment will be subject to satisfactory Garda Vetting Disclosure prior to commencement.

Applicants must demonstrate in their CV and with supporting documentation how they meet the above criteria, as short-listing will apply.

Please submit a letter of application with a full CV, including the names of three referees by email to
p.oide@loretopsdalkey.ie

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:	19066L
Apply To:	Loreto Primary school All applications to be sent by email. p.oide@loretopsdalkey.ie
County:	Dublin
Postal District:	County Dublin
Enquiries To:	p.oide@loretopsdalkey.ie 01 2802128
Website:	https://loretopsdalkey.ie/

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