

ADVERT ID 184317

Secretary / Administrator

Christ King Girls' Secondary School

Half Moon Lane South Douglas Road Cork T12 R22C

<https://www.christkingschool.com>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Mon Nov 28 2022
Application Closing Date:	Wed Dec 14 2022
Commencement Date:	Mon Jan 16 2023
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	38

SCHOOL DETAILS

School Type:	Voluntary Secondary School
Current Enrolment:	780

POST DETAILS

Additional Information:

Purpose of the Role

The role of the Office Administrator is to provide an exceptional front-of-house reception service to parents, colleagues, students and visitors in a busy, pressurised environment where demands, tasks and activities change at short notice.

Candidates will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the school community. Although the Office Administrator reports to the Principal, he/she will also have regular contact with members of the Senior Management Team, teaching team, support staff, parents and visitors.

The ideal candidate should also have experience in computerised accounts and payroll.

KEY RESPONSIBILITIES

Assist the Principal in the management of school accounts

Communicating with the Department of Education

Carry out a full range of reception duties including switchboard, dealing with face-to-face queries from parents, students, staff and welcoming visitors in accordance with the values and ethos of the School.

Ensure record keeping and related communication to all is completed in line with GDPR guidelines.

Coordinate appropriate documents for communication between school and with the Department of Education

Data entry on DES Esinet and in-school management systems where required.

Email all parents relevant letters and information.

Attend meetings where appropriate

To perform such other similar duties as may be required and generally to carry out such duties as may be required from time to time by the Principal and Deputy Principals.

Requirements

- 2-3 years administration or PA experience in a school/college environment desirable.
- Excellent IT skills and strong written and verbal communication.
- Ability to work as part of a team with excellent interpersonal skills and an awareness of the ethical and sensitive issues when working in a school.

*Please note this position is for full time only.

*Hours are 8.30am to 4.30pm Monday to Friday inclusive.

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:	62692I
Apply To:	Half Moon Lane South Douglas Road Cork T12 R22C
County:	Cork
Enquiries To:	principal@christkingschool.com 0214961448
Website:	https://www.christkingschool.com
Further Information:	https://www.christkingschool.com

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