

ADVERT ID 185760

## Secretary

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### St Francis Xavier SNS

Roselawn Glade Castleknock D15 WY02

<https://www.sfxsenior.com>

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#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Thu Jan 26 2023 09:26:30
<b>Application Closing Date:</b>	Fri Feb 10 2023
<b>Commencement Date:</b>	Mon Feb 20 2023
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	2

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#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Senior School
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	23
<b>Current Enrolment:</b>	380
<b>Droichead school:</b>	Yes

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#### POST DETAILS

**Additional Information:**

The Board of Management of St Francis Xavier Senior School invites applications for the position of school secretary to work in a very busy and dynamic pupil-centred school. This vibrant school environment involves working with pupils, adults, outside agencies and the whole school community.

The successful candidate will be required to manage the school office in a welcoming, professional manner and will demonstrate:

- Strong interpersonal and communication skills (both written and oral)
- Excellent command of written and spoken English
- Excellent administrative and organisational skills
- Proven ability to initiate, plan and work on own initiative and show flexibility consistent with the nature of the job
- Proven ability to work in a team environment
- Proficiency in Microsoft Office (Word, Excel) and other IT Skills
- Aptitude to become proficient in the school software systems
- Experience of basic financial systems to enable maintenance of school finance records
- Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR regulations
- Experience of working in a demanding, busy work environment
- Open to learning new skills and taking on new challenges

Knowledge of school software systems including Aladdin, Esinet, OLCS and POD are desirable but not essential as training will be provided.

These positions will be part-time 3 days per week.

This position subject to a 6 month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake child safeguarding training.

Canvassing will disqualify.

#### 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:** 19470S  
**Apply To:** The Chairperson:  
recruitment.sfxsenior@gmail.com  
**County:** Dublin  
**Postal District:** Dublin 15  
**Enquiries To:** recruitment.sfxsenior@gmail.com ; 01-8211121  
**Website:** <https://www.sfxsenior.com>

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