ADVERT ID 185924

Secretary

Central Remedial Clinic School

Vernon Avenue Vernon Avenue Clontarf Clontarf D03 K298
https://www.crcschool.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Feb 2 2023 17:19:18
Application Closing Date:	Wed Feb 15 2023
Commencement Date:	Mon Feb 20 2023
Status of Post:	Permanent
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

School Type:	Special School
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Other
Total No. of Teaching Staff:	18
Current Enrolment:	86
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 CRC School is a special school under the patronage of the Central Remedial Clinic and caters for students aged 3-18 years who have a physical disability as their primary disability and may have a secondary disability including intellectual, hearing, visual. There are 17 teachers, 47 SNAs, 29 Bus Escorts, 2 secretaries and 1 caretaker employed in the school.

Permanent contract – full time 35 hours per week for a full calendar year. The position will require time outside of the normal working hours but will be paid back with time in lieu.
The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual leave arrangements for School Secretaries. Please consult this circular for rates of pay for school secretaries. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a school secretary as per terms and conditions of the government circular.

The School Secretary will report to the Principal. The successful candidate will undertake duties as directed to support the administration of the school office.

Essential criteria:
• Experience working in a school administration setting
• Experience working with OLCS, Medmark, Primary Online Database (POD) and school database platforms such as Aladdin and Seesaw
• Secretarial qualification in typing, IT, business administration or similar, QQI Level 5

• Excellent typing, general administrative and organisational skills
• IT skills to include email, Microsoft word, Excel, Powerpoint and Access
• Excellent interpersonal skills
• Flexible attitude and approach to work
• Knowledge of the demands of working in a school environment
• Excellent written and verbal communications skills
• A high level of confidentiality and discretion is expected

Desirable criteria:
• Three years relevant experience in a school administration setting
• Experience working with people with disabilities

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

Please submit a letter of application with full CV to include the names of three referees by email to crcschooljobs@crc.ie . Please put SCHOOL SECRETARY APPLICATION in the subject of the email.

Appointment is subject to Garda vetting, medical assessment and reference checking. The successful candidate will be required to undertake TUSLA child protection training.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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