

ADVERT ID 192301

Secretary

Belmayne ETNS

Belmayne Ave Belmayne Belmayne D13 AET1
<https://www.belmayne-etns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue May 16 2023
Application Closing Date: Thu May 25 2023
Commencement Date: Thu Aug 24 2023
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Classification: DEIS 2
Total No. of Teaching Staff: 26
Current Enrolment: 423
Droichead school: Yes

POST DETAILS

Additional Information:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months) from the date on which the Board approves the successful candidate.

The Board of Management of Belmayne Together National School, invites applications for the position of part time school secretary.

The working week will consist of approximately 16 hours over 3 working days, aligned with the school calendar, along with a 5 day week consisting of approx 25 hours before school commences.

The successful candidate will be working alongside an established, secretary in the school.

The key responsibilities of this role include the following:

- Having an understanding of the Educate Together ethos
 - Act as the first point of contact for all visitors to the school and respond to their enquiries.
 - Managing school communications: phone, email, Aladdin Connect (school database platform), etc.
 - Managing and overseeing enrolment applications and processes.
 - Overseeing and managing petty cash and receipting
 - General school administration.
 - Assisting with the organisation of school events and activities.
 - Assisting the other secretary in the practicalities of the day-to-day school issues & activities.
- Key skills and competencies
- Excellent command of written and spoken English.
 - Flexibility

- Strong organisational skills
- Proven ability to initiate, plan and work on own initiative
- Proven ability to work in a team environment with staff
- Excellent interpersonal skills
- Proficiency in Microsoft Office (Word, Excel) and other IT Skills
- Strong interpersonal and communication skills (both written and oral)
- Discretion and the ability to maintain strict confidentiality
- Experience working in a busy work environment.

The position is subject to current Garda Vetting requirements and a probationary period. The successful candidate will be required to undertake TUSLA child protection training.

The Department of Education pays secretaries a scaled salary based on years worked in a school.

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:	20308Q
Apply To:	Applications accepted by email only- -betnsboard@gmail.com
County:	Dublin
Postal District:	Dublin 13
Enquiries To:	Please direct any queries to -betnsboard@gmail.com
Website:	https://www.belmayne-etns.ie

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