

ADVERT ID 195970

## Secretary

### Holy Trinity SNS

Grange Road Donaghmede Dublin 13 N/A  
<https://www.holytrinitysns.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Jun 13 2023 16:17:14  
**Application Closing Date:** Tue Jun 27 2023  
**Commencement Date:** Fri Sep 1 2023  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Senior School  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 26  
**Current Enrolment:** 410  
**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:

Holy Trinity SNS is looking for an enthusiastic, flexible and hard-working school secretary. This is a job share position working two set days each week and an additional set day every second week. The successful candidate will work 37 hours over a two-week period. The successful candidate will have:

- ? Excellent administrative and organisational skills.
- ? High level of proficiency in Microsoft Office and Google Drive and good typing skills.
- ? Excellent communication skills, both verbal and written.
- ? Experience of basic financial systems to enable maintenance of school finance records, payroll and revenue returns.
- ? Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR and data protection regulations.
- ? Proven ability to work as part of a team.
- ? Knowledge of school software systems including Aladdin, Esinet, OLCS, and POD is desirable.

Key Duties and Responsibilities include but not limited to the following:

- ? Organising, maintaining and updating school data bases: Aladdin Connect, The Online Claims System (OLCS), Department of Education Database (Esinet), and Primary Online Database (POD)
- ? First point of contact for service providers, suppliers, and visitors.
- ? Managing school correspondence and answering the phone and emails.
- ? Updating, managing and storing school records in compliance with GDPR.
- ? Managing leave and substitutes for ancillary staff.

- ? Other duties as allocated by the Principal or Deputy Principal.
- ? General school administration and office management.
- ? Procurement of resources and the management of school office supplies.

This appointment is subject to a 6-month probationary period and satisfactory Garda vetting. The successful candidate will be required to complete Tusla Child Protection Training.

Please consult the Department of Education Circular 36/2022 for rates of pay and holidays for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of circular 0036/2022.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	19406J
<b>Apply To:</b>	Grange Road Donaghmede Dublin 13 N/A
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 13
<b>Enquiries To:</b>	<a href="mailto:htnsoffice@gmail.com">htnsoffice@gmail.com</a>
<b>Website:</b>	<a href="https://www.holytrinitysns.ie">https://www.holytrinitysns.ie</a>

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