

ADVERT ID 197568

Secretary

St John of God School

Islandbridge Islandbridge D08P89W
<https://stjohnofgodschool.com>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Jun 30 2023 16:57:20
Application Closing Date:	Fri Jul 7 2023
Commencement Date:	Mon Aug 21 2023
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Special School
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	14
Current Enrolment:	88
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 Board of Management of St. John of God School invites applications for the position of school secretary. St. John of God School is a busy special school.

The successful candidate will ideally have:

- Excellent interpersonal and communication skills, both verbal and written
- Excellent organisational skills.
- The ability to maintain strict confidentiality and discretion in all areas.
- Knowledge of and adhere to GDPR and data regulations.
- Ability to work efficiently under pressure, on own initiative and as part of a team.
- Excellent IT skills and proficiency in Office 365
- Experience of basic financial systems to accurately maintain school financial records, payroll and revenue returns in line with Financial Support Services Unit (FSSU) requirements.
- Knowledge of school software systems: Aladdin; Esinet; Primary Online Database (POD).

Duties include but are not limited to:

- Organising, maintaining and updating school data on the following IT systems: Aladdin, The Online Claims System (OLCS), Department of Education Database (Esinet), and Primary Online Database(POD)
- First point of contact for visitors, service providers, suppliers, and contractors.
- Managing school correspondence and answering the phone and emails.
- Updating, managing and storing school records in compliance with GDPR.
- General school administration and office management.
- Other duties as allocated by the Principal or Deputy Principal.

- Procurement of resources and the management of school office supplies.

This appointment is subject to satisfactory Garda vetting and a 6-month probationary period. 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.

Only short-listed candidates will be contacted regarding arrangements for interview.

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

Roll Number:	19151C
Apply To:	SecApplications@stjohnofgodschool.com
County:	Dublin
Postal District:	Dublin 8
Enquiries To:	01 6741534
Website:	https://stjohnofgodschool.com
Further Information:	https://www.instagram.com/stjohnofgodschool/

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