

ADVERT ID 203531

Secretary

Greystones ETNS

Blacklion Greystones Co Wicklow Co Wicklow A63 YE36

<https://greystoneset.ie>GREYSTONES
Educate Together

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Oct 2 2023 19:31:23
Application Closing Date:	Mon Oct 16 2023
Commencement Date:	Mon Oct 23 2023
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total No. of Teaching Staff:	27
Current Enrolment:	446
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 for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate

Secretaries are recruited in line with the terms set out in Circular 36/2022. 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.

Essential Personal Qualities:

- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative and also to work as part of a team.
- Ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality.
- Flexible and adaptable to the needs of the school and open to new skills/ challenges.
- Proactive in identifying improvements to ensure smooth systems and procedures.
- Positive outlook and willingness to contribute to overall school development.

Essential Skills & Experience:

- Administrative skills and general office experience.
- Proficiency in Microsoft applications and excellent typing skills.
- Experience operating in a busy reception/front office environment.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Knowledge of GDPR & Data Protection requirements (desirable).

- Familiarity with school systems (e.g. Aladdin, POD, OLCS systems) and with the management of school finances, on-line payment systems, payroll, revenue returns, FSSU accounting templates, PRSI, RCT and VAT (desirable).

Key Duties & Responsibilities:

- Acting as the first point of contact for visitors in a friendly and competent manner.
- Managing school correspondence and communication by post, email and telephone.
- Maintaining all financial records and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- General school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Maintaining records of staff leave.
- Other duties as required by the Principal or Deputy Principal

APPLICATION REQUIREMENTS

- 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: 20300A
Apply To: appointments@greystoneset.ie
County: Wicklow
Enquiries To: contact@greystoneset.ie
Website: <https://greystoneset.ie>
Further Information: <https://www.greystoneset.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.