

ADVERT ID 205927

Secretary

St Joseph's BNS

St Joseph's Boys NS Terenure Road East Terenure N/A D06ED86
<https://www.stjosephsterenure.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Nov 14 2023
Application Closing Date:	Fri Nov 24 2023
Commencement Date:	Mon Dec 4 2023
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Boys
School Patronage:	Catholic
Total No. of Teaching Staff:	24
Current Enrolment:	415
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:

This role is being offered as a full time contract. Hours of work are 37.25 hours per week. The successful candidate will have excellent interpersonal skills and the ability to work as part of a busy school team. We are a vibrant primary school for boys aged 4 to 13.

The role of the school secretary is to contribute to the smooth running of the school through the provision of high quality administration and a professional, friendly office service.

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills/knowledge required below;

- Organising, maintaining and updating school data bases and filing systems
- Managing school correspondence
- Maintenance of school office supplies
- Maintenance and filing all documents
- Maintaining records of staff leave
- Liaison with representatives of service providers, suppliers, school users and visitors
- Working in close cooperation with the principal
- Coordination of internal communications (post, telephone messages, email etc.)

The successful candidate will be committed to and will demonstrate the following personal

qualities:

Skills & Experience:

Essential skills:

- Administrative skills & general office experience
- Good typing skills and proficiency in Microsoft applications (Word, Excel & Outlook)
- Excellent interpersonal skills, including oral and written communication skills
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.

Desirable:

- Knowledge of GDPR & Data Protection requirements
- Familiarity with school systems (e.g Aladdin, POD & OLCS systems) and with the management of school finances and on-line payment systems (eg. Sage).

This appointment is subject to the following:

Garda vetting;

completion of MedMark medical clearance;

provision of referee contact details;

and the successful candidate will be required to undertake TUSLA child protection training.

This position is subject to a 6 month probationary period.

Please consult the circular below for rates of pay for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as a school secretary as per terms and conditions of the government circular.

<https://www.gov.ie/en/circular/ea4c0-revision-of-salaries-and-annual-leave-arrangements-for-school-secretaries-employed-in-recognised-primary-and-post-primary-schools/>

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: 09750S
Apply To: applications@stjosephsterenure.ie
Fr. Philip Bradley,
Chairperson,
St. Joseph's BNS
Terenure Road East,
Dublin 6.
D06 ED86
County: Dublin
Postal District: Dublin 6
Enquiries To: office@stjosephsterenure.ie
Website: <https://www.stjosephsterenure.ie>
Further Information: <https://www.stjosephsterenure.ie>