

ADVERT ID 206376

Secretary

St Patricks Loreto PS

Vevay Road Bray A98 F652
<https://www.stpatsbray.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Sat Nov 25 2023 16:37:27
Application Closing Date:	Mon Dec 11 2023
Commencement Date:	Mon Jan 8 2024
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls with Infant Boys
School Patronage:	Catholic
Total No. of Teaching Staff:	43
Current Enrolment:	715
Droichead school:	Yes

POST DETAILS

Additional Information:

St. Patrick's Loreto PS, Bray invites applications for the position of School Secretary. This full-time permanent position will be subject to sanction by the Department of Education, with secretaries 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. The position is subject to compulsory Garda Vetting and a 6-month probationary period. Hours will be 8.30am-3.50pm. Holidays as per Circular 36/2022.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Monthly book-keeping duties, including use of SAGE 50 and/or willingness to upskill as needed.
- Managing school communications: phone, email, databases (e.g. Databiz, POD, OLCS)
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, providing clerical and administrative support to Principal, Deputy Principal and staff as required
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- Excellent IT skills, including proficiency in Microsoft Office 365 and willingness to upskill as needed.
- Knowledge in relation to GDPR and data protection.
- Strong organizational skills and ability in regard to attention to detail.

- Ability to use own initiative, to work independently and as part of a team.
 - Excellent planning and organisational skills.
 - Ability to work closely with Principal, Board of Management, Parents Association and staff.
 - Flexibility in the varied demands of the job and the ability to show initiative when required.
 - Experience of working in a busy office environment.
 - Relates well to children.
 - Positive outlook and willingness to contribute to overall school development.
 - Commitment to uphold the ethos of the school.
- The above job description is not exhaustive.

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: 17537O
Apply To: principal@stpatsbray.com
County: Wicklow
Enquiries To: office@stpatsbray.com
Website: <https://www.stpatsbray.ie>
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