

ADVERT ID 209479

Secretary

St Peters NS

Snugboro Castlebar F23XY33
<https://www.stpetersnssnugboro.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Mar 22 2024 17:11:42
Application Closing Date: Fri Apr 5 2024
Commencement Date: Mon Apr 29 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 21
Current Enrolment: 300
Droichead school: Yes

POST DETAILS

Additional Information: The Board of Management of St Peter's NS is seeking a full time secretary for 37 hours per week. The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the school principal in managing the wide variety of administrative tasks associated with the smooth running of a busy school.

Applications are welcomed from experienced secretaries/administrators who are confidential, flexible, calm and reliable.

The suitable candidate will be an integral part of the school community..

Responsibilities 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:-

Act as the first point of contact for all visitors to the school and respond to their enquiries.

Managing school communications :phone, email, newsletters/website, payments, postage etc.

Office administration e.g. photocopying, laminating, binding, book covering etc.

Manage school financial records including payroll, revenue returns, bookkeeping, PRSI, RCT and VAT. Liaising with the treasurer and school accountant as required.

Organising, maintaining and updating school documentation, databases and filing systems including Aladdin, OLCS, POD, Medmark, TUSLA attendance returns in compliance with GDPR. Creating and distributing school communication internally and externally which will include organising various rotas, staff CPD, timetabling, school calendar etc.

Experience in the maintenance of school photocopiers and office equipment and liaising with reps for service providers, suppliers and visitors.

To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to an

appropriate person.

Managing school correspondence with professionalism and confidentiality.

The ability to assist the Principal and Deputy Principal with daily administration tasks

Carrying out duties assigned by the principal/DP related to the post of school secretary/admin.

Assisting with school events and activities

The ideal candidate will demonstrate the following competencies:

- Relate well to children
- Excellent interpersonal and communication skills
- Excellent organisational skills and attention to detail
- Excellent book-keeping skills
- Excellent typing/IT skills and proficiency in Microsoft applications to include Word, Excel and Publisher
- Experience of working in a busy office environment.
- Willingness to upskill, as required
- The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- Ability to plan and work efficiently on their own initiative, showing flexibility consistent with the nature of the job.

Ability to manage multiple tasks and competing priorities, to work under pressure and achieve deadlines

- Ability to work independently and as part of a team
- Ability to work closely with the Principal and staff
- Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school.
- Flexibility in the varied demands of the job

Starting salary will be in line with DES circular 0046/2023 . Candidates with experience as a school secretary will start at the relevant point of the scale.

Only candidates shortlisted for interviews will receive communication from the school. The successful candidate will be garda vetted for this role and will be required to undertake Túsla Child Protection Training. This position is subject to a probationary period..

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: 19916J
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County: Mayo
Enquiries To: snugboroapplications@gmail.com
Website: <https://www.stpetersnssnugboro.ie>

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