

ADVERT ID 210374

Secretary

Swords Educate Together National School

Glen Ellan Road Swords K67H0F6
<https://www.swordseducatetogether.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Apr 11 2024
Application Closing Date:	Fri Apr 26 2024
Commencement Date:	Mon Aug 26 2024
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total No. of Teaching Staff:	26
Current Enrolment:	410
Droichead school:	Yes

POST DETAILS

Additional Information:

Swords Educate Together N.S. is seeking a part time secretary starting at 2 days per week . Applications are welcomed from experienced secretaries/administrators who are confidential, flexible, calm and open-minded. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, efficient and discrete manner.

Responsibilities include but are not limited to:

- Managing school correspondence with professionalism and confidentiality. Co-ordination of internal and external communication (post, telephone messages, email etc) including liaising with parents, staff, pupils, service providers, school suppliers, Parent/Teacher association and visitors.
- Organising, maintaining and updating school documentation, databases and filing systems including Aladdin, OLCS, POD, Medmark, TUSLA attendance returns.
- Managing school financial records including FSSU financial returns to the Dept. of Education and online payment systems under the supervision of the treasurer and school accountant.
- 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.
- The ability to assist the Principal and Deputy Principal with daily administration tasks
- Assist in the management of the school admissions process.

The ideal candidate will demonstrate the following competencies:

- Relate well to children
- The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations.
- Interpersonal and communication skills (both verbal and written)
- Typing/IT skills
- Book-keeping skills
- Willingness to upskill where necessary.
- Ability to work independently and as part of a team, to plan and work efficiently and on their own initiative, showing flexibility consistent with the varied nature of the job.
- Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. Induction training will be facilitated and may require the candidate to engage in online training webinars.

This position is subject to a 6 month probationary period. A panel of suitable applicants may be set up to fill vacancies which may occur within a 6 month period from the date on which the Board approves the successful candidate.

Salary is as per Dept of Education circular 0046/2023

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:	201450
Apply To:	swordsetnsrecruitment@gmail.com
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Postal District:	County Dublin
Enquiries To:	setnsrecruitment@yahoo.com
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