

ADVERT ID 212129

Secretary

Scoil Mhuire Mount Sackville

Tower Road Chapelizod Dublin 20 Dublin D20 HX04
<https://www.scoilmhuiremountsackville.ie>



Scoil Mhuire Primary School

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed May 1 2024
Application Closing Date:	Fri May 10 2024
Commencement Date:	Mon May 13 2024
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls
School Patronage:	Catholic
Total No. of Teaching Staff:	11
Current Enrolment:	196
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:

The position is for 12 hours per week.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The successful candidate will have:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances (experience of accounting packages desirable)
- Proficiency in Microsoft Office
- Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- A high level of Confidentiality and Discretion is expected

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:

- Act as the first point of contact for visitors to the school.
- Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.
- Updating, managing and storing school records in compliance with GDPR.
- General school administration and office management.
- Procurement of resources for identified areas of the school.

- Assisting with the organisation of school events and activities.
- Willingness to upskill where necessary.
Ability to relate well to children.
Positive outlook and willingness to contribute to the overall school development.
Commitment to uphold the ethos of the school

Applications by email only.

Please write Secretary Application in the subject line.

Those shortlisted for interview will be contacted by email

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17891J
Apply To: mountsackvillerecruitment@gmail.com
County: Dublin
Postal District: Dublin 20
Enquiries To: scoilmhuiremountsackville@gmail.com
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