

ADVERT ID 212683

## Secretary

### Assumption Junior School

Kilnamamagh Rd Walkinstown D12 EH70  
<https://www.assumptionjns.com>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed May 8 2024  
**Application Closing Date:** Wed May 22 2024  
**Commencement Date:** Mon Aug 26 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Junior School  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 2  
**Total No. of Teaching Staff:** 30  
**Current Enrolment:** 400  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Assumption Junior School seeks to recruit a full-time, permanent school secretary to oversee the school office in a welcoming, professional and discrete manner.

This position will be subject to the terms and conditions outlined in Department of Education circulars 36/2022 and 02/2023.

The hours for this position will be 8.30am to 3.30pm, Monday to Friday and the successful candidate must have experience in office administration. Experience within an educational setting is preferable.

The appointment is subject to a six-month probationary period and satisfactory Garda Vetting. The successful candidate will have to undertake Túsla Child Protection training in advance of commencing the role.

Responsibilities include but are not limited to: General secretarial and administrative duties consistent with the role of school secretary as outlined in the skills/knowledge required below:

\*Organising, maintaining and updating school data bases and filing systems to include Aladdin, POD, Esinet/OLCS etc.

\*Managing of school enrolments

\*Managing school correspondence

\*Maintenance of school office supplies and operating all relevant technology (photocopiers/printers etc.)

\*Maintaining records of all staff leave (to include use of Esinet/OLCS)

\*Liaison with representatives of school service providers, suppliers, school users and visitors

\*Working in close cooperation with the school principal and staff

\*Coordination of internal school communications (post, email, phone etc.)

\*Online banking (managing all income and expenditure records and liaison with BOM treasurer), cash lodgements, setting up payees etc.  
\*Liaison with school accountant to manage administration of staff payroll  
\*Managing of bus escort and afterschool staff absence records, substitute lists etc.  
\*Maintaining records of school income and expenditure through the FSSU templates  
\*Organisation and management of school meals schemes (orders, applications etc.)  
\*Carrying out other duties assigned by the school principal and related to the position of school secretary

**Skills/Knowledge Required:**

\*Excellent interpersonal skills  
\*Excellent communication skills (both verbal and written)  
\*Excellent Typing / IT skills  
\*A clear understanding of and adherence to GDPR regulations  
\*Ability to plan and work efficiently on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job  
\*Maintaining records of school finances (experience of basic financial systems in line with FSSU)  
\*A high level of proficiency in IT and use of Microsoft Office (Word, Excel, Publisher, PowerPoint)  
\*Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin

Please note applications will be accepted by email only to [assumptionjnsrecruitment@gmail.com](mailto:assumptionjnsrecruitment@gmail.com)

Closing date for applications is Wednesday, May 22nd at 3pm.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20450T  
**Apply To:** By Email only to: [assumptionjnsrecruitment@gmail.com](mailto:assumptionjnsrecruitment@gmail.com)  
**County:** Dublin  
**Postal District:** Dublin 12  
**Enquiries To:** [assumptionjnsrecruitment@gmail.com](mailto:assumptionjnsrecruitment@gmail.com)  
**Website:** <https://www.assumptionjns.com>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.