

ADVERT ID 213350

Secretary

St Paul's Primary School

Abbeylands Navan, Co. na Mí C15 V067
<https://www.stpaulsschool.ie>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed May 15 2024
Application Closing Date:	Wed May 29 2024
Commencement Date:	Mon Jul 1 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:	48
Current Enrolment:	760
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:

St. Paul's Primary School is seeking a full-time secretary, 37 hours per week.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

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 <https://www.tusla.ie/children-first/children-first-e-learning-programme/>

Applications are welcomed from experienced secretaries/administrators who are hard-working, confident, 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. The suitable candidate will be required to work throughout the summer period if needed.

Responsibilities include but are not limited to :

Managing school correspondence (post, telephone messages, email, etc), including liaising with parents, staff, pupils, service providers, school suppliers, PTA and visitors.

Booking buses, venues, courses, etc, and making necessary arrangements for school trips, meetings, interviews, events, etc.

Organising , maintaining and updating school documentation, databases and filing systems including Aladdin, OLCS, POD, Medmark and Tusla attendance returns.

Managing school financial records including FSSU financial returns to the Department of

Education, Payroll, and Revenue returns and liaising with the treasurer and school accountant as required.

Managing and processing banking transactions of invoices and payments.

Managing and accounting for cash processed for school activities and banking of the same.

Coordinate and manage the school admissions process.

Creating and distributing school communication internally and externally.

Creating various rotas, staff timetabling, school calendars, etc.

Maintaining school and office supplies and operating all office machines - photocopier/laminator, etc.

Procuring of Resources

Maintaining and updating the school website.

To be aware of and comply with school policies and procedures, particularly regarding child safeguarding, health and safety, confidentiality, and 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.

Familiarising yourself with Department circulars when they are issued.

Carrying out all other tasks and duties that may arise to meet the evolving needs of the school.

The above job description is not exhaustive

The ideal candidate will demonstrate the following competencies:

Excellent interpersonal and communication skills(both verbal and written).

Excellent organisational skills and attention to detail.

Excellent IT skills.

Experience in working in a busy office environment.

Willingness to upskill where necessary.

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.

Ability to work independently and as part of a team and to show flexibility consistent with the nature of the job.

Ability to multi-task and remain calm under pressure

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.

Willingness to get involved and help out in extra curricular activities that may take place outside of normal school hours.

Relate well to children and adults.

Interviews to take place on 17th June. The candidates will be required to shadow the current secretary for a handover period prior to starting.

Applications to be emailed to applicationsstpauls22@gmail.com

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: 19671F
Apply To: Abbeylands
Navan
Co. Meath
C15 V067
County: Meath
Enquiries To: applicationsstpauls22@gmail.com
Website: <https://www.stpaulsschool.ie>

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