

ADVERT ID 218036

Secretary / Administrator

Presentation College Athenry

Athenry, Co Galway Athenry, Co Galway
<https://www.presathenry.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Jun 12 2024 10:18:05
Application Closing Date: Wed Jun 19 2024
Commencement Date: Mon Aug 26 2024
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Secondary School

POST DETAILS

Additional Information:

Presentation College Athenry is a Co-educational Voluntary secondary school under the trusteeship of CEIST.

The position will be subject to the terms of Circular Circular 0036/2022

(<https://www.gov.ie/pdf/?file=https://assets.gov.ie/227054/9d2f60db-aa3e-4ab5-b170-c48392a6e04f.pdf#page=null>) Revision of Salaries and Annual Leave Arrangements for School Secretaries and Circular letter 0048/2024

(<https://www.gov.ie/pdf/?file=https://assets.gov.ie/294285/64d302d8-4849-423e-bf64-524eed14a6ee.pdf#page=null>). Candidates should be familiar with these circulars.

The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.

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 School Secretary will be an integral part of the school community, working closely with the school principal and deputy principals and will run the school office in a welcoming, professional and discreet manner.

Essential Personal Qualities would include:

Excellent interpersonal skills

Ability to work on own initiative and also to work as part of a team.

Ability to multitask, prioritise, work under pressure and achieve deadlines.

Reliability, trustworthiness and strict adherence to confidentiality.

Flexible and adaptable to the needs of the school

Proactive in identifying improvements to ensure smooth systems and procedures.

Positive outlook

Keys skills:

Strong written and oral communication skills

Experience in school office/secretarial work or related environment

Strong organisational skills

Proven ability to initiate, plan and work on own initiative

Proven ability to work in a team environment with staff

Excellent interpersonal skills and ICT skills

Responsibilities include but are not limited to:

General secretarial duties consistent with the role of School Secretary such as

Carrying out administrative duties assigned by the Principal

Working in close co-operation with Principal, Deputy Principal and staff

Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner

Organising, maintaining, updating and extracting information from school databases and filing systems including School MIS, Online Claims System (OLCS), Post Primary Online Database (PPOD) and Financial Support Services Unit (FSSU). Training for these systems will be provided.

Managing school correspondence with professionalism and confidentiality.

Maintenance of the school and office supplies and operating all office machines (photocopier, etc.)

Maintenance and filing of all documentation

Liaising with representatives of service providers, suppliers, and visitors

Coordination of internal communication (post, telephone messages, email etc.)

To be aware of and comply with school policies and procedures, particularly regarding Child

Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person

Other duties as allocated by the Principal

This list is not exhaustive

The successful candidate will be required to undergo compulsory Garda Vetting and Túsla Child Safeguarding training.

Only shortlisted candidates will be contacted for an interview.

Application is via the form at this link

<https://forms.gle/9wDzQLauRwpedP5ZA>

APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)

Applications may be submitted by

- External Application Form

APPLY TO THIS JOB VACANCY

Roll Number: 62870G

Apply To: <https://forms.gle/9wDzQLauRwpedP5ZA>

County: Galway

Enquiries To: recruitment@presathenry.ie

Website: <https://www.presathenry.ie>

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