

ADVERT ID 219135

Secretary

Good Shepherd NS

Whitehall Road Churchtown Dublin 14 Dublin 14 D14Y448

<https://www.goodshepherd.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Jun 21 2024
Application Closing Date:	Fri Jun 28 2024
Commencement Date:	Mon Aug 26 2024
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	21
Current Enrolment:	218
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:

Good Shepherd NS invites applications for the 1 YEAR FIXED TERM POSITION (23hrs/ week) of School Secretary.

This position, is subject to the terms of Department of Education Circular 36/2022: Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry level for this role is on the first point of the pay scale unless the candidate has previous work experience as a School Secretary.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Child Protection Training and other related training.

The initial hours for the working week are: Monday to Friday (09.30-2.05)

The suitable candidate will be an integral part of the school community, working closely with the school Principal and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities include (but are not limited to) general secretarial and administrative duties consistent with the role of School Secretary as outlined below:

- Working in close co-operation with Principal and Deputy Principal
- Dealing with parents, staff, pupils and visitors in a courteous and professional manner
- Organising, maintaining and updating school databases and filing systems to include: Aladdin, OLCS, POD and FSSU spreadsheets
- Managing school correspondence
- Co-ordination of internal communication (email, Aladdin, telephone etc).
- Maintenance and filing of all documentation

- Maintaining records of leave, CPD and contracts
- Maintaining records of school finances
- Liaising with the Chairperson, treasurer and school accountant
- Liaising with representatives of service providers, suppliers, school users and visitors
- Making necessary arrangements for school trips, meetings, interviews etc
- Carrying out other duties assigned by the Principal and related to the post of School Secretary
- 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 the appropriate person.

Skills and Knowledge Required:

- Excellent interpersonal and organizational skills
- Excellent communication skills (both verbal and written)
- Excellent IT skills, including proficiency in Microsoft Office, G Suite and other online applications
- Experience of operating database platforms such as or similar to the Department of Education Online Claims System (OLCS), Pupil Online Database (POD), Aladdin schools system
- Competency in maintaining financial accounts, using Excel, online banking etc
- The ability to assist the Principal with daily administrative tasks, meeting requests and scheduling events
- Willingness to engage in ongoing professional development
- Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR regulations
- The ability to use own initiative, to work independently and as part of a team
- Ability to work closely with the Principal/Deputy Principal, Board of Management and Staff
- Relates well to children
- Flexibility in the varied demands of the job
- Ability to prioritise, multitask and work to strict deadlines
- Positive outlook and willingness to contribute to the overall school development

The successful candidate should demonstrate a commitment to uphold the Catholic ethos of the school. They should be team orientated and flexible. While not necessary experience in a similar role is advantageous.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19939V

Apply To: Mr. Brian Swan, Chairperson

gsnsapplication@gmail.com

Please mark Secretary Fixed Term Position in subject box

County: Dublin

Postal District: Dublin 14

Enquiries To: gsnsjobapplication@gmail.com

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