

ADVERT ID 228843

Secretary

Harold School

Eden Road Lower Glasthule Glasthule Dun Laoghaire A96X043
<https://www.theharoldschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jan 6 2025 15:35:24
Application Closing Date: Mon Jan 20 2025
Commencement Date: Mon Mar 3 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 38
Current Enrolment: 651
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 B.O.M. of The Harold School is looking for an enthusiastic, hardworking School Secretary who is competent and experienced in bookkeeping and office administration, has excellent interpersonal skills, relates well to children, and likes to work as part of a team, in our school environment.

Working Hours: This full-time position is for thirty-five (35) hours per week (normally Monday to Friday)

Salary: Dept Education School Secretary pay scale will apply, see below.

Essential Criteria:

Have administration skills with front and general office experience to include;

- Excellent typing skills and proficiency in Microsoft applications (Office 365) and Google Drive.
- Excellent interpersonal skills including oral and written communication skills including excellent command of written and spoken English.
- Ability to interact with children and their parents.
- Excellent Book-keeping skills including proficiency in bookkeeping software. Knowledge of FSSU an advantage.
- Excellent organisational skills ensuring good record keeping with an attention to detail and adherence to procedures, policies.

- Sufficient administrative skills and experience to efficiently manage the school admin office.
- Ability to plan and work on one's own initiative with the ability to work in a team environment with the principals and other school staff.
- A flexible and open attitude approach to work with a willingness to upskill as needed.
- Ability to maintain a high level of professionalism, confidentiality and discretion.
- Knowledge of GDPR and Data Protection requirements

Desirable:

- Ability to multi-task
- Good time management skills

Key duties and responsibilities include but not limited to the following

- Act as a point of contact for visitors and enquiries
- Manage schools external communications, correspondence over the various mediums including the internal filtering and distribution of same.
- Maintain the schools database platforms: including - Aladdin Connect, Esinet, OLCS, POD.

- Maintaining school financial records and meeting department and board of management reporting requirements on same. (Excel, FSSU)
 - Process online payments, payroll and revenue returns etc.
 - Manage procurement and payments for all school materials and equipment
 - Liaise with school suppliers and service providers.
 - Co-ordinate school admission process
 - Updating, managing and filing/storing school records in compliance with department and GDPR requirements.
 - General day to day school administration and office management.
 - Assist with the organising of school events and activities.
 - Maintain staff leave records.
 - Provide clerical and admin. support to the Principal and staff as required.
 - Other duties as allocated by the school Principal or Leadership team
- Note: Knowledge of school software systems i.e. Aladdin Connect, Esinet, OLCS, POD is desirable but not essential as training will be provided.

The appointment is subject to the following: Garda Vetting, completion of MedMark medical clearance and the provision of referee contact details.

The successful

candidate will be required to undertake TUSLA child protection training.

The position is subject to a six (6) month probationary period.

Department of Education School Secretary Salary scale will apply as per Circular 0078/2024.

The entry level is on point 1 of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of the Government circular 0036/2022.

APPLICATION REQUIREMENTS

- Letter of Application

- Referees (name, role, contact no.)

- CV (Digital)

Applications may be submitted by

- Email (principal@haroldschool.ie)

Enquiries to:

Admin@haroldschool.ie

Website: www.theharoldschool.ie

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APPLY TO THIS JOB VACANCY

Roll Number: 20141G
Apply To: Eden Road Lower
Glasthule
Glasthule
Dun Laoghaire
A96X043
County: Dublin
Postal District: County Dublin
Enquiries To: admin@haroldschool.ie
Website: <https://www.theharoldschool.ie>

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