

ADVERT ID 229126

Secretary

St Brigids NS

St. Brigid's N.S. Beechpark Lawn Castleknock Castleknock D15 P820
<https://www.saintbrigids.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jan 14 2025
Application Closing Date: Fri Jan 24 2025
Commencement Date: Mon Mar 3 2025
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: 53
Current Enrolment: 900
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 Board of Management of St. Brigid's National School Castleknock invites applications for the position of school secretary. This is a full-time, permanent position for 35 hours per week.

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024. The entry level for this role is on the first point of the salary 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 TUSLA Child Protection Training and relevant online training.
This position is subject to a six month probationary period.

The school secretary is an integral part of the school community, working closely with the school Principal and Deputy Principal and he/she will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration and experience within an educational setting is desirable.

The successful candidate will have:

- Excellent interpersonal and communication skills, both oral and written.
- Strong organisational skills and excellent attention to detail.
- Reliability, trustworthiness and strict adherence to confidentiality
- Knowledge of GDPR & Data Protection requirements

- Knowledge in operating and maintaining a school online banking and payment system
- Flexibility and adaptability to the needs of the school
- Commitment to uphold the Catholic ethos of St. Brigid's National School.

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following: Online Claims System, (OLCS) Pupil Online Database (POD), Aladdin, School Accounting, FSSU accounting templates, Google Workspace and Microsoft Office.

Key Duties & Responsibilities:

Responsibilities include but are not limited to:

- Working in close cooperation with the Principal, Deputy Principal and school staff
- Carrying out other duties assigned by the Principal and related to the post of school secretary
- Being the first point of contact for all visitors to the school and dealing with parents, pupils, visitors etc in a welcoming manner
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- General secretarial and administrative duties consistent with the role of school secretary
- Liaising with representatives of service providers, suppliers and school users and visitors
- Managing school correspondence with professionalism and confidentiality
- Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS, POD, Revenue and payroll systems
- Maintaining records of school finances including cash collections, bank payments and entering and reconciling payments on school accounting system
- Maintenance and filing of all invoices and documentation
- Maintenance of records of staff leave and supporting substitute cover process
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer & intercom)
- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- Liaising with BOM Chairperson, Treasurer & representatives of the Parent Teacher Association
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Attend meetings and events as required.
- Willingness to upskill where necessary

Applications by email only please to secretaryapplications@saintbrigids.ie

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: 00697S
Apply To: St. Brigid's N.S.
 Beechpark Lawn
 Castleknock
 Castleknock
 D15 P820
County: Dublin
Postal District: Dublin 15
Enquiries To: secretaryapplications@saintbrigids.ie
Website: <https://www.saintbrigids.ie>

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