

School Secretary

School Name

Address

Eircode

MAIN DETAILS

Level:

Primary

Date Posted:

Any date

Application Closing Date:

Recommended at least 7 days from date of posting.

Commencement Date:

Any date

Status of Post:

Permanent/Fixed Term

Number of Vacancies:

1

SCHOOL TYPE

School Type:

Mainstream

School Structure:

Vertical

Gender:

Girls

School Patronage:

Catholic

Total No. of Teaching Staff:

XX

Current Enrolment:

XXX

Droichead School:

Tick Yes/No

POST DETAILS

Additional Information:

The Board of Management of (School Name) invites applications for the position of secretary consisting of 30 working hours per week.

The ideal candidate should have:

- Recognised Qualifications
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment.
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- Excellent interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including wages, budgets, on line payment systems, procurement and monthly financial reports.
- A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications.
- A familiarity of working with online school databases (e.g Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements.
- The ability to assist the Principal with the daily administration tasks, meeting requests and scheduling events etc.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality.

Application by post ONLY to:

The Chairperson, BOM
School Name and address.

Please clearly state "SECRETARY APPLICATION" on the envelope.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child protection Training, Covid 19 online training and training in GDPR.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:

123450

Apply To:

The Chairperson,
School Name
Address

County:

Wherever

Enquiries To:

principal@schoolname.ie

Phone Number:

School Phone Number

Website:

www.schoolname.ie