

ADVERT ID 80136 \*

## Secretary

### Good Shepherd N.S.

FAO: William McAuliffe Address: Good Shepherd National School , Whitehall Road, Churchtown, Dublin14  
<https://www.goodshepherd.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Feb 13 2017 15:22:19
Application Closing Date:	Tue Feb 28 2017
Commencement Date:	Tue May 2 2017
Status of Post:	Part-Time
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total number of staff:	26
Current Enrolment:	194

#### POST DETAILS

Additional Information:	<p>Vacancy for School Secretary</p> <p>The person appointed to this position will report directly to the Principal. S/he will provide a wide range of professional support to the Principal as well as managing all aspects of the administrative process at the Good Shepherd National School. The successful candidate will have previous experience, excellent communication and proven interpersonal skills. Strong administrative and IT skills are also essential. Fluent spoken and written English is a necessity, as is the ability to initiate, plan and work on one's own initiative to complement a progressive team of professionals.</p> <p>Scope of Duties</p> <ol style="list-style-type: none"> <li>1. Telephone and email queries related to the school, staff and pupils</li> <li>2. Visitor liaison</li> <li>3. Pupil applications processing and filing</li> <li>4. Attendance processing and filing</li> <li>5. Mail processing and filing</li> <li>6. Sourcing and procurement activities e.g. bookings, rentals, grants</li> <li>7. Processing school lunches and generating monthly reports regarding same</li> <li>8. Stationery supplies</li> <li>9. Statistical and general reporting (incl. HSE, Tusla, sick leave)</li> <li>10. School newsletter and general correspondence</li> <li>11. School transport coordination</li> <li>12. Petty cash</li> <li>13. Working knowledge of payroll and the tax year an advantage</li> <li>14. Additional administrative duties may arise at times during the year</li> </ol>
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This post is part-time - minimum 20 hours per week.

Good Shepherd National School is an equal opportunity employer.

## APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Roll Number:** 19939v  
**Apply To:** FAO: William McAuliffe  
Address: Good Shepherd National School ,  
Whitehall Road,  
Churchtown,  
Dublin14  
**County:** Dublin  
**Email Address:** [gsnsjobapplication@gmail.com](mailto:gsnsjobapplication@gmail.com)  
**Phone:**  
**Website:** <https://www.goodshepherd.ie>

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