

ADVERT ID 93819 *

Secretary / Administrator

Loreto College, Foxrock

The Principal Loreto College Springfield Park Foxrock Dublin 18 or by email to recruitment@loretofoxrock.ie
<https://www.loretofoxrock.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Sep 21 2017
Application Closing Date: Fri Sep 29 2017
Commencement Date: Wed Oct 4 2017
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Voluntary Secondary School
Trustees: Loreto Trust Board
School Structure: Girls

POST DETAILS

Additional Information:

Please apply by post to: The Principal, Loreto College, Springfield Park, Foxrock, Dublin 18 or by email to recruitment@loretofoxrock.ie

Standard JMB recommended rates will apply.

While the following list of duties, details the breadth of work/skills involved in the roll, the actual workload will need to be reflective of the hours involved.

Key Responsibilities

Reception Duties include: Frontline greeting and management of queries of all visitors to school - when required.

Frontline phone answering, redirecting calls or not, as appropriate to the principal.

Secretarial Duties include: Act as secretary to the Principal.

Opening and distributing post

Drafting letters, memos, minutes etc.

Managing and updating all school databases and online records

Word processing signs/notices for around the school

Manage PPOD and VShare

Photocopying - and daily maintenance of office photocopier (filling with paper, releasing paper jams, emptying toner container etc.)

Maintaining a tidy, organized office/admin area

Set up and use the parent/other group emails and texts (amend phone numbers as necessary)

Administration: Placing orders (eg stationary, teaching/learning resources by phone/fax/email

Attending to deliveries - cross checking contents with delivery sheet, reporting errors/clarifying original orders

Storing of catalogues for Stationary, resources/materials etc.

Sourcing price of materials/resources from various companies. Collating information in order to make judicious decisions re contracts etc.

Maintaining stocks of office stationary and keeping a record of staff requisitions for office and classroom materials (to inform budgeting for following year)

Enrolment: assist the Admissions Officer when required

Other tasks may include: Contacts including telephone contacts with members of the public, answering and making call to various agencies local and national.

Work in close co-operation with the Board of Management, the Principal and Deputy Principal and perform work requested by them.
Daily use of VSware School Attendance software programme. Process attendance data received electronically from teachers and assist the POR teacher in the preparation of this for EWB when required.
Other duties assigned by the Principal or their nominated agent and related to the post of School Secretary.
Key Skills and competencies
Experience in office/secretarial work or related environment - School Secretarial experience is an advantage.
Experience with VSware and PPOD desirable.
Strong organisational skills
Proven ability to initiate, plan and work on own initiative
Proven ability to work in a team environment with staff
Excellent communication, interpersonal skills and ICT skills
This is a short-term sick leave position.

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
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 60240J
Apply To: The Principal
Loreto College
Springfield Park
Foxrock
Dublin 18
or by email to recruitment@loretofoxrock.ie
County: Dublin
Email Address: admin@loretofoxrock.ie
Phone:
Website: <https://www.loretofoxrock.ie>

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