

ADVERT ID 212240

Secretary

Holy Family School for the Deaf

St Joseph's Campus Navan Road Cabra
<https://www.holyfamilydeafschoo.ie>



MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu May 2 2024 12:24:58
Application Closing Date:	Mon May 20 2024
Commencement Date:	Mon Jun 17 2024
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Special School
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	39
Current Enrolment:	130
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:	<p>This is a permanent position. The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.</p> <p>The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.</p> <p>The School Secretary will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner.</p> <p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> General secretarial duties consistent with the role of School Secretary such as Carrying out administrative duties assigned by the Principal. Working in close co-operation with Principal, Deputy Principal and staff. Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner. Organising, maintaining and updating school databases and filing systems such as Compass, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll(SAGE). Competency in maintaining financial accounts, budgets, online banking systems, procurement and monthly financial reports. Managing school correspondence with professionalism and confidentiality. Maintenance of the school and office supplies and operating all office machines (photocopier, laminator etc.).

Maintenance and filing of all documentation.
Liaising with representative of service providers, suppliers and visitors.
Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
Coordination of internal communication (post, telephone messages, email etc.).
To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.
Skills or Knowledge Required:
Excellent interpersonal and organisational skills.
Excellent oral and written communication abilities. Irish Sign Language ISL or willingness to learn ISL an advantage
Excellent typing/ I.T. skills and attention to detail.
Willingness to upskill where necessary.
Ability to use own initiative, to work independently and as part of a team.
Ability to relate well to children.
Positive outlook and willingness to contribute to the overall school development.
Commitment to uphold the ethos of the school.
Previous experience in a school setting desirable.
The above description is not exhaustive.

Applications by email only to applications@holyfamilydeafschoo.ie
Please write Secretary Application in the subject line.
Those shortlisted for interview will be contacted by email.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20495S
Apply To: Fr Paddy Boyle,
Chairperson, Board of Management
Holy Family School for the Deaf
Navan Road
Cabra
Dublin 7
County: Dublin
Postal District: Dublin 7
Enquiries To: applications@holyfamilydeafschoo.ie
Website: <https://www.holyfamilydeafschoo.ie>

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