

St. Louis High School is seeking a full time School Secretary.

The suitable candidate will be an integral part of the school community and will be required to have a welcoming, friendly, professional and discrete manner.

Key skills and competencies:

- A minimum of 3 years' experience in office/secretarial work or related environment. School secretarial experience is an advantage.
- Strong organisational and financial 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.
- Willingness to engage in appropriate training.
- Understanding of the importance of confidentiality.

Communication Skills: Professional telephone manner and excellent interpersonal skills for dealing with parents, visitors, staff, and pupils.

IT Proficiency: Excellent skills in Microsoft Office (Word, Excel, Teams), and database systems.

Organizational Skills: Ability to multitask, prioritise, and manage time effectively under pressure. Adaptability to frequent interruptions and changing priorities.

Responsibilities include but are not limited to:

Secretarial Duties include:

- Acting as secretary to the principal.
- Managing principal's diary.
- Opening and distributing post.
- Drafting letters, memos and minutes.
- Preparing room for Board meetings (kettle, cups, tea etc.).
- Managing and updating all school databases and online records - including Vsware, P.Pod, school app and school website.

- Creating process signs/notices for around the school using the school logo and branding.
- Photocopying as well as managing maintenance of photocopier (filling with paper, releasing paper jams, emptying toner container etc.)
- Arranging service of the photocopying machines.
- Maintaining a tidy, organised office/admin area.
- Setting up and using the parent and other group emails and texts (amend phone numbers as necessary).

Administration and finance duties include:

- Maintaining school accounts to a high level.
- Liaising with school accountant to ensure accounts are audited and forwarded to FSSU each year.
- Being a member of the Board's Financial Sub-Committee (FSC).
- Preparing cheque requisitions, invoices, cheques, compliment slips and labeled envelopes, ready for the 2 signatories.
- Managing online banking for the school. • Coordinating and managing online payments.
- Placing orders for standard supplies - domestic, stationary and teaching/learning. • Ordering buses, coaches for tours.
- Assisting with organisation of parent/student teacher meetings.
- Attending to deliveries – cross checking contents with delivery sheet, reporting errors/ clarifying original order with company
- Purchasing provisions for guest lunches, tea/biscuits for visitors etc.
- Accounting work and cash handling.
- Updating excel sheets re: spending of grants and book bill income.
- Assisting with completion, downloading, and printing of Junior Cycle Profiles of Achievement (JCPA).
- Recording, file and maintain an inventory of school resources in conjunction with teachers.

Enrolment duties include:

- Being familiar with the school's Admissions Policy.
- Preparing all paperwork needed for admissions.
- Updating and distributing application forms.
- Taking charge of copying birth certs, education passports, psychological reports for new students.
- Processing of applications according to Admissions Policy.
- Prepare letters/emails informing the parents of the outcome.

Other Tasks Include:

- Working in close co-operation with Board of Management, Principal and Deputy Principal and performing work requested by them.
- Entering new substitute details (teachers and SNAs) and weekly entry of leave and claims of teachers and SNAs on DES On-Line Claims System (OLCS)
- Using VSware School management system. Processing attendance data received electronically from teachers and assist in the preparation of this for Education and Welfare Board (EWB).
- Other duties assigned by the principal or their nominated agent and related to the post of School Administrator.

This is a Dept. of Education and Youth paid position, and the salary is in accordance with the Dept. of Education School Secretary (Voluntary Secondary School) salary scale.

The appointment is subject to Garda Vetting.

The role will commence in July 2026 TBC