

ADVERT ID 126112

Secretary

Newtownmountkenedy Educate Together National School

C/O Educate Together 16/17 Upper Ormond Quay Dublin 7
<https://www.educatetogether.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Aug 12 2019 21:08:38
Application Closing Date: Mon Aug 26 2019
Commencement Date: Mon Sep 2 2019
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 2
Current Enrolment: 20

POST DETAILS

Additional Information: Newtownmountkenedy Educate Together National School, a new primary school which will open later this month is seeking a part-time secretary to work in a busy school office.

Hours will be approximately 15 hours weekly; (final arrangement will be agreed and confirmed with the successful candidate on the basis of meeting school needs as determined by the School Principal).

Hours will be during the school term only (there will be 6 weeks closure during the school year as per school holidays). Flexibility may be required at other times to support school events/activities.

The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the School Principal in managing the wide variety of administrative tasks associated with running a vibrant school. Duties of the post are wide and varied but it is envisaged that a range of specific duties will be assigned to the successful applicant. It is important that applicants are familiar with the Educate Together ethos, and the opportunities and challenges this presents in this role.

This is a fixed-term/Part-time contract for the duration of the school year.

Personal Qualities
The successful candidate will be committed and will demonstrate the following personal qualities:

- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative but also to work as part of team.
- Ability to manage multiple tasks and competing priorities, to work under pressure and achieve deadlines
- Reliable & trustworthy and aware of the need to maintain confidentiality in all aspects of the work

- Flexible and able to adapt easily to the needs of the school
- Open to learning new skills and taking on new challenges
- Proactive in identifying opportunities to improve systems and procedures to ensure the smooth running of the school office
- Positive outlook and willing to contribute to the overall development of the school environment

Skills & Experience

- Essential Skills: Administrative skills & general office experience; proficiency in Microsoft applications, to include Word, Excel and Publisher & excellent typing skills; experience operating in a busy reception/front office environment; excellent interpersonal skills, including oral and written communication skills; excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies;
- Accounting skills specifically with Pay Roll and tax.
- Desirable: Knowledge of GDPR & Data Protection requirements; Familiarity with school systems i.e. Aladdin, POD and OLCS systems and with the management of school finances and on-line payment systems

The successful candidate will be required to undergo compulsory Garda Vetting and Child Safeguarding training.

Applications by email only to secretary.ntmketns@gmail.com

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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