

ADVERT ID 126419

Secretary

Wicklow Educate Together

Hawkstown Road Wicklow Town A67 E371
<https://wicklowetns.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Aug 19 2019
Application Closing Date: Mon Sep 2 2019
Commencement Date: Mon Sep 16 2019
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 30
Current Enrolment: 392
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:

Wicklow Educate Together National School, a thriving primary school in Wicklow Town is seeking a part-time secretary to work in a busy school office in addition to our current office secretary for the duration of the school year 2019 2020. Hours will be approximately 30 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. The part-time secretary will be paid €13.25 per hour. Hours will be during the school term only; 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 2019 2020.
Interviews will take place the week of the 9th September

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 a diverse team incorporating

- Secretary, Principal, Board of Management, Teaching Staff, SNAs and ancillary staff
- 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;
- Desirable: Knowledge of GDPR & Data Protection requirements; Familiarity with school age childcare requirements and operation

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

Applications by email only to wetnsjobs@gmail.com

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20178G
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County:	Wicklow
Enquiries To:	wetnsjobs@gmail.com 0404 62786
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