

ADVERT ID 142542

Secretary

Assumption Junior School

Kilnamamagh Rd Walkinstown D12 EH70
<https://www.assumptionjns.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sun Sep 13 2020
Application Closing Date: Wed Sep 23 2020
Commencement Date: Mon Oct 5 2020
Status of Post: Substitute
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Junior School
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 30
Current Enrolment: 400
Droichead school: Yes

POST DETAILS

Additional Information:

Assumption Junior School is seeking to recruit a temporary secretary to oversee the school office in a welcoming, professional and discrete manner.

The hours for this position will be 8.30am to 3.30pm, Monday to Friday and the successful candidate will have experience in office administration.

The appointment is subject to Garda Vetting and the successful candidate will have to undertake Túsla Child Protection training.

Responsibilities include but are not limited to: General secretarial and administrative duties consistent with the role of school secretary as outlined in the skills/knowledge required below:

- *Organising, maintaining and updating school data bases and filing systems
- *Managing school correspondence (post, phone, email etc.)
- *Maintenance of school office supplies
- *Maintaining records of all staff leave (to include use of Esinet/OLCS)
- *Liaison with representatives of school service providers, suppliers, school users and visitors
- *Working in close cooperation with the school principal and staff
- *Coordination of internal school communications (post, email, phone etc.)
- *Online banking (managing all income and expenditure records and liaison with BOM treasurer), cash lodgments, setting up payees etc.
- *Liaison with school accountant to manage administration of staff payroll
- *Organisation and management of school meals schemes (orders, applications etc.)
- *Carrying out other duties assigned by the school principal and related to the position of school secretary

Skills/Knowledge Required:

- *Excellent interpersonal skills

- *Excellent communication skills (both verbal and written)
- *Excellent Typing / IT skills
- *A clear understanding of and adherence to GDPR regulations
- *Ability to plan and work efficiently on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job
- *Maintaining records of school finances (experience of basic financial systems in line with FSSU)
- *A high level of proficiency in IT and use of Microsoft Office (Word, Excel, Publisher, Powerpoint)
- *Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin

Please note applications will be accepted by post only.
Closing date for applications is Wednesday, September 23rd at 3pm.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20450T
Apply To: The Chairperson
 "Secretary Application"
 Assumption Junior School
 Walkinstown
 Dublin 12
 D12 EH70
County: Dublin
Postal District: Dublin 12
Enquiries To: assumptionjnsrecruitment@gmail.com
 01 4507613
Website: <https://www.assumptionjns.com>
Further Information: <https://www.assumptionjns.com>

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