

ADVERT ID 149739

Secretary

Scoil Mhuire Senior School

Ballymany Newbridge W12HD29
<https://www.scoilmhuire.net>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu May 6 2021
Application Closing Date: Thu May 20 2021
Commencement Date: Tue Jun 1 2021
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 27
Current Enrolment: 415
Droichead school: Yes

POST DETAILS

Additional Information:

Responsibilities include but not limited to:
General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below.
Organising, maintaining and updating school databases and filing systems.
Managing school correspondence.
Maintenance of all school office supplies.
Maintenance and filing of all documentation.
Maintaining records of all leave taken by school staff.
Liaising with representatives of service providers, suppliers, school users and visitors.
Working in close co-operation with the Principal and teaching staff and performing work requested by them.
Carrying out other duties assigned by the Principal and related to the post of School Secretary.

Skills/Knowledge Required:

Excellent interpersonal and organisational skills.
Excellent communication skills (both verbal and written)
Excellent typing/IT skills
The candidate will need to be highly confidential in all areas of their work and be GDPR compliant.
Ability to plan and work efficiently and on own initiative, working to a deadline and showing flexibility consistent with the nature of the job.
A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, PowerPoint), with ability to learn new applications.
Assisting with school finances.
Experience of operating database platforms such as or similar to the Online Claim System

(OLSC) and Pupil Online Database (POD) (desirable).
Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements (desirable).

Additional Information:

The appointment is subject to Garda Vetting and the successful candidate will have to undertake TUSLA Child Protection Training and COVID online training.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19452Q
Apply To: Chairperson of the Board of Management
Scoil Mhuire Senior
Ballymany
Newbridge
W12HD29
County: Kildare
Enquiries To: office@scoilmhuire.net
045 431077
Website: <https://www.scoilmhuire.net>

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