

ADVERT ID 155068

## Secretary

### St. Peter's School, Rathgar

59 Orwell Road Rathgar Dublin 6 Dublin D06 X594.

<https://stpeterssch.ie>

#### MAIN DETAILS

|                                  |                 |
|----------------------------------|-----------------|
| <b>Status:</b>                   | Deactivated     |
| <b>Level:</b>                    | Primary         |
| <b>Date Posted:</b>              | Wed Jun 23 2021 |
| <b>Application Closing Date:</b> | Wed Jun 30 2021 |
| <b>Commencement Date:</b>        | Mon Aug 16 2021 |
| <b>Status of Post:</b>           | Fixed-term      |
| <b>Number of Vacancies:</b>      | 1               |

#### SCHOOL DETAILS

|                                     |                |
|-------------------------------------|----------------|
| <b>School Type:</b>                 | Special School |
| <b>School Structure:</b>            | Vertical       |
| <b>Gender:</b>                      | Co-Educational |
| <b>School Patronage:</b>            | Catholic       |
| <b>Total No. of Teaching Staff:</b> | 10             |
| <b>Current Enrolment:</b>           | 60             |
| <b>Droichead school:</b>            | Yes            |

#### POST DETAILS

##### Additional Information:

St Peter's Special School, Rathgar provides co-educational facilities for students aged 6-18 with severe emotional behavioural needs (SEBD) and who fall into the Average to Borderline I.Q. Our Mission Statement is: 'Building our Future' in a welcome, caring, learning environment.

The Board of Management of St Peter's Special School invites applications for the post of school secretary from 8.30am to 3.30pm to join our energetic and happy school community. The position is Fixed One Year Contract.

Knowledge of Online Claims System, (OLCS), Medmark, Aladdin, Primary Online Database, (POD), QQI, Schools Meals Scheme and GDPR regulations is highly desirable.

Duties include, but not limited to supporting administration of:

- Recording and inputting staff leave on OCLS including Medmark referrals as necessary,
- Managing school correspondence – staff appointment forms, emails, etc.,
- Accounting – petty cash, school meals scheme, income and expenditure application, recording and receipting book fees received,
- Managing principal's/secretary's files – staff files, students files, correspondence with parents,
- Communication – with staff, students, parents, suppliers, DES, etc.,
- Assisting in coordinating bus escort forms, sourcing substitutes, etc.,
- Co-ordinating proof-reading of student reports, personal pupil plans, graduation records of achievement,
- Maintaining student certificates/qualifications
- Accurate maintenance of school finance records and basic financial systems in line with Financial Support Services (FSSU) requirement,
- Liaising with Board of Management Treasurer in relation to accounting matters
- Carrying out other duties assigned by the school principal and related to post of school

secretary.

Skills & Knowledge required:

- Excellent IT skills including software financial packages, word/excel, etc.
- Ability to work on own initiative and apply attention to detail
- Excellent interpersonal and organisational skills
- Ability to work efficiently under pressure and as part of a team,
- Expertise in maintaining confidentiality at all times both within and outside the school community,
- A willingness to upskill as needed.

The appointment is subject to Garda Vetting and a probationary period and the successful candidate will be required to undertake Tusla Child Protection and Covid-19 related training for the post

Applications will be accepted only by post by 3pm on Wednesday 30th June 2021.  
Please post three copies of your application to the school.

#### 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

|                         |                                                                                            |
|-------------------------|--------------------------------------------------------------------------------------------|
| <b>Roll Number:</b>     | 18904U                                                                                     |
| <b>Apply To:</b>        | Mr. John Kingston,<br>Chairperson, BOM,<br>59 Orwell Road<br>Rathgar<br>Dublin 6<br>Dublin |
| <b>County:</b>          | Dublin                                                                                     |
| <b>Postal District:</b> | Dublin 6W                                                                                  |
| <b>Enquiries To:</b>    | <a href="mailto:principal@stpeterssch.ie">principal@stpeterssch.ie</a><br>01 4999 300      |
| <b>Website:</b>         | <a href="https://stpeterssch.ie">https://stpeterssch.ie</a>                                |

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