

ADVERT ID 160189

Secretary

Loreto Primary

Loreto Primary School Grange Road Rathfarnham Dublin D14YY28
<https://www.loretograngeroad.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Sep 13 2021 16:46:30
Application Closing Date: Wed Sep 22 2021
Commencement Date: Mon Nov 1 2021
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Girls
School Patronage: Catholic
Total No. of Teaching Staff: 24
Current Enrolment: 480
Droichead school: Yes

POST DETAILS

Additional Information: Loreto Primary School is a school with a Catholic ethos. The Board of Management of Loreto Primary School wish to appoint a suitable candidate to the position of school secretary/administrator commencing the 1st November. The working week will be Monday to Friday 8:45am - 4:30pm for the school calendar year and some time over holiday periods in agreement with the School Principal.

The key responsibilities of this role are as follows:

Organisation:

- Act as the first point of contact for all visitors to the school and respond to their inquiries.
 - Managing school communications: phone, email, Aladdin, postage etc.
 - Updating, file management and organisation of school records in compliance with GDPR, Aladdin, POD (Pupil Online Database) OLCS payment system and filing.
 - Ongoing management of school financial records: daily accounts, invoices, incoming payments on Aladdin and processing outgoing payments.
- General school administration and office management.
- Procurement of resources for identified areas of the school.
 - Assisting the principal and BOM with the preparation and presentation of school documents and reports.
 - Collection and counting of monies for various events & activities.
 - Lodging money to the school bank account.
 - Assisting with the collation of invoices, statements, delivery notes in preparation for payment.
 - Liaising with banks regarding Bank balances, Statements. Cheque book & Lodgement book.
 - Searching relevant department websites (DES, INTO, IPPN) for recent publications, circulars, documents, application forms etc.
 - Facilitating the organisation of the school policies and procedures.

- Liaise with bus companies and ancillary staff.
- Assisting in the practicalities of the school enrolment process.

Key skills and competencies:

Discretion and the ability to maintain strict confidentiality

Excellent command of spoken and written English

Excellent technology and organisational skills and commitment to up-skill as required.

Proven ability to initiate, plan and work on own initiative

Proven ability to work in a team environment with staff

Proficiency in Word Processing, Excel and IT Skills

Strong interpersonal and communication skills

Ability to uphold the ethos of the school

Experience working in a demanding, busy work environment.

Desirable Skills (Advantageous but not essential)

Experience of SAGE

Experience of office experience within an educational context

Experience of a 'School Accounting' package

Experience working in a child-centred environment.

Appointment will be subject to compulsory Garda Vetting, Medmark clearance and online Tusla training.

Candidates will be called to interview via email. An up to date email address is required.

The position is subject to a 6 month probationary period.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 00729F
Apply To: Loreto Primary School
Grange Road
Rathfarnham
Dublin 14
D14YY28
County: Dublin
Postal District: Dublin 14
Enquiries To: applications.loreto@loretograngeroad.ie
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