

ADVERT ID 160258

## Secretary

### Our Lady of Hope School

Armagh Road Crumlin Dublin 12

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Tue Sep 14 2021 16:57:34
<b>Application Closing Date:</b>	Tue Sep 21 2021
<b>Commencement Date:</b>	Tue Sep 28 2021
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Special School
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	1
<b>Droichead school:</b>	No

#### POST DETAILS

**Additional Information:** The Single Manager(s) of Our Lady of Hope School invite applications for the position of School Secretary in a part-time capacity.

Our Lady of Hope School is a new school under the patronage of the Catholic Archbishop of Dublin. The school will cater for cater for pupils, ages 4-18, who have a diagnosis of Autism and Complex Needs. It is located in the refurbished building of Scoil Colm, Armagh Road, Crumlin, Dublin 12.

The working week for the secretary will initially consist of 20 hours scheduled over 5 working days covering 193 days every year – the final arrangement will be agreed with the Single Manager(s)/Board of Management and the successful candidate on the basis of meeting school needs as determined by the School Principal. Flexibility of the working week may be required at other times to support school events and activities.

The ideal candidate will have:

- Relevant secretarial qualifications or experience in an office within an educational setting
- A pro-active approach with the ability to work on their own initiative and a willingness to assist the Principal in performing a wide variety of clerical and secretarial duties with a flexibility in adapting to the needs of the school
- Excellent communication skills including oral and written English grammar, spelling, punctuation and vocabulary
- Excellent administrative and organisational skills ensuring good record keeping and adherence to school policies and procedures
- Competency in maintaining financial accounts, computerised account packages/payroll, Revenue, RCT and ROS
- A proven track record in building positive relationships across a range of stakeholders
- Confidence and proficiency in the use of MS Office and Excel
- Strong IT literacy with an interest in, and commitment to, upskilling and engaging in and learning new technologies as they emerge

Competencies:

- Be reliable, trustworthy and calm under pressure
- Be comfortable and discreet in dealing with confidential information and have a personable, yet professional manner
- Be a team player and a multi-tasker with an ability to work to meet deadlines
- Be willing to uphold the ethos of the school
- Have relationship building skills
- Have excellent organisational skills

Duties:

The successful candidate will report to the Principal, will be an integral part of the school community and will manage the school office in a welcoming, professional and discrete manner.

Responsibilities of the role include:

- Being the first point of contact for visitors and parents as they enter the school
- Dealing with school correspondence
- Administration of enrolment processes
- Managing the full range of school administration and ensuring compliance with GDPR and Data Protection requirements
- Organising, maintaining and updating school databases and files including the operation of School Systems - Aladdin, POD, OLCS and Payroll payment system and filing
- Managing the day-to-day school accounts, ongoing management of the school financial records including liaising with the bank regarding all transactions
- Assisting the Principal in the administration and scheduling of meetings/events, including the preparation and presentation of school documents and reports to the Board of Management
- Assisting in the planning and preparation for a wide range of school events
- Assisting the Principal with the preparation of various school documents

Additional Information:

- The position is subject to a 6-month probationary period.
- The secretary will not normally be in the employment of the school during July and August apart from one week post term in June/July and one week pre-term in August.
- The successful candidate will be required to undergo Garda Vetting, Occupational Health Screening (Medmark) and online TUSLA Child Protection Training.

Application requirements:

- Applications by email only: Letter of application, CV including names and contact details of two referees

## APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Roll Number:** 20555K  
**Apply To:** Applications by email only to: [applicationsoloh21@gmail.com](mailto:applicationsoloh21@gmail.com)  
Please mark application as Secretary in the Subject Title.  
**County:** Dublin  
**Postal District:** Dublin 12  
**Enquiries To:** [enquiriesoloh21@gmail.com](mailto:enquiriesoloh21@gmail.com)

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