

ADVERT ID 160316

Secretary

St John of God School

Islandbridge Islandbridge D08P89W
<https://stjohnofgodschool.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Sep 15 2021 13:53:49
Application Closing Date: Wed Sep 29 2021
Commencement Date: Fri Oct 1 2021
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 14
Current Enrolment: 88
Droichead school: Yes

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: St. John of God School educates pupils with moderate, severe and profound general learning disabilities. The Board of Management invites applications for the position of school secretary. Knowledge of Online Claims System (OLCS); Medmark; Primary Online Database (POD); School Lunches Scheme; GDPR guidelines and garda vetting procedure are highly desirable. Duties include but are not limited to supporting administration of:

- Recording and inputting staff leave on OLCS, including Medmark referrals as necessary.
- Managing school correspondence (staff appointment forms, NCSE forms, emails etc.).
- Managing school stationery supplies.
- Maintaining Principal/ secretary files: staff files, pupil files, parental correspondence.
- Communication (internal and external) with parents, staff, pupils, suppliers, government departments etc.
- Assisting with co-ordination of school transport: logging staff absences, timesheets etc.
- Co-ordinating, proof-reading pupil reports, personal pupil plans, IEPs, graduation records.
- Maintaining pupil certificates and/ or qualifications.
- Accurate maintenance of school finance records and basic financial systems in line with Financial Support Services Unit (FSSU) requirements.
- Liaising with Board of Management treasurer in relation to accounting matters.
- Recording of petty cash and receipt of monies to school and receipting same.
- Carrying out other duties assigned by school principal and related to post of school secretary.

Skills/ knowledge required:

- Ability to work on own initiative.
- Excellent interpersonal, communication and organisational skills.
- Ability to work efficiently under pressure and as part of a team.
- Excellent IT skills and proficiency in Office 365, including mail merge.

- Ability and willingness to master new applications.

The appointment is subject to Garda Vetting and 6-month probationary period. The successful candidate will be required to undertake Tusla Child Protection and COVID-19 related online training.

This position is full time: 37.5 hours per week, from 08:00 to 16:00 each day.

Applications by email, subject line "School Secretary position" to include letter of application and CV. Shortlisting will apply.

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19151C
Apply To: applications@stjohnofgodschool.com
County: Dublin
Postal District: Dublin 8
Enquiries To: info@stjohnofgodschool.com
01 6741534
Website: <https://stjohnofgodschool.com>
Further Information: <https://stjohnofgodschool.com>

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