

ADVERT ID 160560

Secretary / Administrator

St Dominic's College, Cabra, Dublin 7

Cabra Dublin 7 Cabra D07 NX 47

<https://www.stdominics.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Sep 21 2021 13:05:16
Application Closing Date: Tue Sep 28 2021
Commencement Date: Mon Oct 4 2021
Status of Post: Maternity Leave - Fixed Term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 750
Droichead school: Yes

POST DETAILS

Additional Information: The successful applicant will provide a wide range of professional support to the Principal/Deputy Principals but will have specific responsibility for school database systems & Office Administration

Duties include:

- Using data systems such as ESINET, P-POD, Anseo and VSware
- General office administration such as: managing all students files (including highly confidential information), assist with timetabling, manage class list/timetable changes, create/manage school reports, create and return Túsla attendance reports, entering and maintenance of all student details, managing communication with parents via email/text and covering reception when required

Key competencies required:

Excellent organisation and communications skills
Excellent computer skills and knowledge of MS Office
Ability to work on own initiative as well as part of a team
Knowledge of MIS (VSware) would be an advantage
Understanding of the importance of confidentiality

The successful applicant will be Garda vetted by St Dominic's College.

APPLICATION REQUIREMENTS

- References (written)
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60731F
Apply To: applications@stdominics.ie
County: Dublin
Postal District: Dublin 7
Enquiries To: applications@stdominics.ie
018385282
Website: <https://www.stdominics.ie>

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