

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

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

POST DETAILS

| | |
|-------------------------|---|
| Additional Information: | <p>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</p> <p>Duties include:</p> <ul style="list-style-type: none">• 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 <p>Key competencies required:</p> <p>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</p> <p>The successful applicant will be Garda vetted by St Dominic's College.</p> |
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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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