

ADVERT ID 161471

Secretary

St Francis JNS

Clonsaugh Drive Priorswood Dublin D17KH30
<https://www.stfrancisjs.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Sun Oct 10 2021
Application Closing Date: Fri Oct 22 2021
Commencement Date: Mon Dec 6 2021
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Junior School
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 19
Current Enrolment: 192
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of St. Francis Junior School seeks a part-time School Secretary, 5 days per week for approximately 193 days. (School year is 183 days).

The ideal candidate should have:

- High standard of English, both written and oral
- Ability to maintain discretion, confidentiality, professionalism and uphold the ethos of the school
- Excellent communication and organisational skills ensuring good record keeping and adherence to school policies, procedures and protocols
- 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 flexibility in adapting to the needs of the school
- Excellent word processing (MS Office including Excel) and strong IT skills, with a commitment to upskilling and engaging in new technologies as they emerge
- Experience of school systems including FSSU, DataBiz/Aladdin and awareness of GDPR
- Proven ability to plan work on own initiative and be part of a team

The successful candidate will be subject to Garda vetting, TUSLA Child Protection Training and a 6 month probationary period.

Duties & Responsibilities include but are not limited to:

- *Communicating with parents/guardians and school stakeholders
- *Office Administration
- *Ongoing management of school financial records
- *Maintaining office equipment & supplies
- *Liaising with representatives of service providers, suppliers and visitors

*Assisting staff organise/prepare for school events and daily school tasks
*Assisting Principal / Deputy Principal / Board of Management in the day-to-day running of the school

Applications will only be accepted by email to: stfrancisjrd17@gmail.com by 17.00 on 22/10/2021 using the subject header "Secretary Application" and include:

Letter of Application

Curriculum Vitae

Copy of Certificates, Diplomas, Degrees

Two Referees including name, role, out of hours contact number

Two written references

Candidates will be called to interview by email.

Position is subject to a 6 month probationary period

The successful candidate will be subject to Garda vetting, and Occupational Health Screening (Medmark) and TUSLA Child Protection training.

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period, 6 months, on which the Board approves the successful candidate.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	17104G
Apply To:	stfrancisjrd17@gmail.com using 'Secretary Application' in subject header
County:	Dublin
Postal District:	Dublin 17
Enquiries To:	stfrancisjrd17@gmail.com 01 8470804
Website:	https://www.stfrancisjs.com

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