

ADVERT ID 162059

Secretary

Donabate/Portrane ETNS

Beaverstown Road Donabate K36HX03

<https://www.dpetns.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Oct 20 2021
Application Closing Date:	Wed Nov 3 2021
Commencement Date:	Thu Jan 6 2022
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total No. of Teaching Staff:	30
Current Enrolment:	419
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management invite suitably qualified applications for the part time, shared position of school secretary in Donabate Portrane ETNS, consisting of 24 hours per week, covering the school calendar year (42 weeks). The suitable candidate must be child centered, have the ability to work as part of a dynamic team and maintain confidentiality. Familiarity with our school ethos is also essential.

The position is subject to a six month probationary period and satisfactory garda vetting.

The ideal candidate should have the following:

*Background in and excellent working knowledge of financial accounts (particularly working knowledge of SAGE), including wages, cash flow and monthly financial reports.

*Knowledge of VAT, PAYE, RCT and charitable status tax.

*Experience in using online data platforms.

*Excellent communication, interpersonal, organisational skills and ability to be flexible.

*Excellent working knowledge of Microsoft Office and general IT skills.

*Excellent secretarial skills and ability to prioritise workload and work well under pressure.

The successful candidate will be required to undergo garda vetting and occupational health screening.

Applications will only be accepted by email to susan.clarke@dpetns.ie by 5.30pm on 3rd November. The interviews will take place on 9th and 10th November.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- External Application Form

APPLY TO THIS JOB VACANCY

Roll Number: 20161M
Apply To: FAO: Ciarán Bauer, Chairperson of BOM, DPETNS
County: Dublin
Postal District: County Dublin
Enquiries To: susan.clarke@dpetns.ie
01 8434573
Website: <https://www.dpetns.ie>

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