

ADVERT ID 164847

Secretary

St Sylvester IS

St Sylvester's I.S. Yellow Walls Road Malahide K36 PA66

MAIN DETAILS

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| Status: | Deactivated |
| Level: | Primary |
| Date Posted: | Mon Jan 17 2022 |
| Application Closing Date: | Fri Jan 28 2022 |
| Commencement Date: | Mon Jan 31 2022 |
| Status of Post: | Fixed-term |
| Number of Vacancies: | 1 |

SCHOOL DETAILS

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| School Patronage: | Catholic |
| Total No. of Teaching Staff: | 23 |
| Current Enrolment: | 376 |
| Droichead school: | Yes |

POST DETAILS

Additional Information:

Secretary Job Description

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

Additional Information:

- The Board of Management of St. Sylvester's Infant School wish to appoint a suitable candidate to the position of school secretary who will act as the first point of contact for all visitors to the school and respond to their enquiries and who has the ability to maintain Confidentiality, professionalism and the Catholic Ethos of the school at all time.

The job entails working from 8.30-3pm Monday-Friday, during the school calendar year (i.e. 46 weeks per year) with pro-rata holidays. Overtime will be required at different periods throughout the school year.

The ideal candidate should have:

- A minimum leaving cert standard of education or equivalent
- A minimum of 1 years' secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.
- Excellent school communications skills: including interpersonal skills, oral and written communication skills, phone, email, Aladdin, newsletters, school website, social media sites, postage etc.
- A high level of proficiency in I.C.T. and in the use of Google Drive and other online applications.
- Excellent administrative and organisational skills, ensuring good record-keeping with the ability to multi task
- Excellent proof reading skills and can format, edit, update school procedures & policies
- Good knowledge of ordering, maintaining and distribution of office and school supplies
- The ability to assist and fully support the Principal:
 - o with the daily administration tasks and meeting requests and scheduling events etc.
 - o with the preparation and presentation of school documents and reports to the BOM
 - o with good knowledge of the school enrolment process
- Assisting with the organising of school events and activities such as:
 - o Junior Infant/ Enrolment Booklets
 - o Updating Staff Notice Boards

- o Collection and counting of monies for various events & activities
- o Ongoing management of school financial records: daily accounts, invoices, budgets, monthly financial reports, wages, delivery notes in preparation for payment.
- o Liaising with the bank regarding Bank balances, Statements, Cheque book
- o Searching relevant department websites (DES, INTO, IPPN) for recent publications, documents, application forms etc.
- o Facilitating the organisation of the school policies and procedures.
- Updating, file management and organisation of school records in compliance with GDPR
- o Knowledge of GDPR & Data Protection requirements.
- A familiarity of working with on line school databases (e.g. Aladdin, POD & OLCS systems) is desirable
- Office administration skills including photocopying, laminating, binding etc.
- The willingness to plan, prioritise and work efficiently, on own initiative and show flexibility consistent with the nature of the job.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors

Shortlisting will be applied and those who are shortlisted will be called for interview.

Please submit application by email with Subject marked: Secretary Application to stsylvesters@gmail.com

The appointment is subject to Garda Vetting and background checks and the successful candidate will be required to undertake TUSLA Child Protection Training, Covid-19 online training and training in GDPR. The position is subject to a 10 month probation period.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17928G
Apply To: St Sylvester's I.S.
 Yellow Walls Road
 Malahide
 K36 PA66
County: Dublin
Postal District: County Dublin
Enquiries To: stsylvestersprincipal@gmail.com
 01 8450061

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