

ADVERT ID 169029

Secretary

St Peters NS

St. Peter's Road Phibsboro Dublin 7 D07F75C
<https://www.stpetersns.net>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu May 12 2022 12:51:06
Application Closing Date: Mon May 23 2022
Commencement Date: Mon Jun 6 2022
Status of Post: Permanent
Number of Vacancies: 1
This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 32
Current Enrolment: 459
Droichead school: Yes

POST DETAILS

Panel of Applicants: An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information: St. Peter's National School seeks an enthusiastic, hard-working primary school secretary who is competent, efficient and experienced in relation to office procedures.

The school secretary will be located in the school, be employed by the Board of Management and will report to the Principal/Deputy Principal. S/he will need to understand the school, its Mission Statement, the various roles and duties held by the teaching and support staff and the school's connections within the wider parish community.

St. Peter's N.S. is a catholic school catering for boys and girls from Junior Infants-6th class with almost 440 currently enrolled in the school. We have an amazing, enthusiastic staff and the successful candidate would form part of an incredible team. The secretary will be entitled to 20 days paid holidays (although this will rise to 22 in the near future) and work in St. Peter's N.S. on a full-time basis. Weekly hours are from 8:30-3:30p.m. (Monday-Friday) with the secretary required to work for the full week following the end of the school year and the full week in advance of the start of the new school year (this time allocation may be increased).

The school secretary will have the following skills / competencies:

Required Skills:

- Knowledge of financial recording (including knowledge of FFSU and payroll packages),

spreadsheets, word processing and general file management.

- An interest in and commitment to upskilling and engaging in and learning new technologies as they emerge.
- Knowledge of GDPR and data requirements is important.
- Attention to detail will be a critical skill.

Nice to have skills:

- Competence and proficiency in MS Office and in office-related IT skills including data management.

Confidentiality and professionalism will be essential. Excellent communication skills which enable successful collaboration with colleagues.

Vetting procedures in line with regulations for schools. Applications including CV must be submitted by email only to stpetersnsapplications@gmail.com.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20091R
Apply To:	Chairperson of St. Peter's National School, (online applications only) St. Peter's Road Phibsboro Dublin 7 D07F75C
County:	Dublin
Postal District:	Dublin 7
Enquiries To:	stpetersnsapplications@gmail.com 01 8680501
Website:	https://www.stpetersns.net

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.