

ADVERT ID 174389

Secretary

Scoil na Trionoide Naofa

Lismullen Garlow Cross Navan (An Uaimh) C15NH68
<https://www.lismullenns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Jun 24 2022 14:47:47
Application Closing Date: Mon Jul 4 2022
Commencement Date: Mon Aug 29 2022
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 16
Current Enrolment: 290
Droichead school: Yes

POST DETAILS

Additional Information: Applications by email to jobslismullen@gmail.com
This role is fulltime. Remuneration will be in line with the provisions of Department of Education and Skills Circular 0036/2022.

Responsibilities include but are not limited to:
Organisation: Act as the first point of contact for all visitors to the school and respond to their enquiries
Managing school communications: phone, email, newsletters, payments, postage,
General school administration and office management: updating, file management and organisation of school records in compliance with GDPR, Databiz, POD (Pupil Online Database), OLCS payment system and filing and payroll system
Assisting the Principal and Board of Management with the preparation and presentation of school documents and reports
Assisting with the organising of school events and activities
Collecting and counting monies for various events and activities
assisting with the collation of invoices, statements, delivery notes in preparation for payment.

The candidate will demonstrate:
A high level of confidentiality and discretion is essential.

Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment.

- A familiarity of working with on line school databases (e.g. Databiz, POD & OLCS systems)
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- Excellent interpersonal skills, including oral and written communication skills
- Competency in maintaining financial accounts, including wages, budgets, on line payment

systems,(ROS,VAT, RCT, procurement , monthly financial reports and familiarity with Financial Services Support Unit (FSSU)

- Office administration skills including photocopying, laminating, binding etc
- Knowledge of GDPR & Data Protection requirements
- The ability to assist the Principal with the daily administration tasks and meeting requests and scheduling events etc
- The willingness to plan 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

The position is subject to Garda vetting.
Applications by email only

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18106P
Apply To: Lismullen
Garlow Cross
Navan (An Uaimh)
C15NH68
County: Meath
Enquiries To: jobslismullen@gmail.com
046 9025533
Website: <https://www.lismullenns.ie>

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