

ADVERT ID 179895

Secretary

St Joseph's NS

St Joseph's National School Macroom Road Bonnybrook Dublin D17 DY60
<https://www.stjosephscoolock.scoilnet.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Aug 31 2022
Application Closing Date: Wed Sep 7 2022
Commencement Date: Wed Sep 14 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: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 26
Current Enrolment: 352
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:

The Board of Management of Saint Joseph's NS, Coolock, invite applications for the position of part time school secretary to work in its vibrant, busy school office.

The role of the school secretary is to strongly support the school principal in managing the wide variety of administrative duties associated with running a busy school.

It is important that applicants are familiar with the DEIS National Programme and the associated secretarial support work required to achieve the goals of the DEIS plan.

Personal Qualities

The successful candidate will be committed and will demonstrate the following personal qualities:

Excellent interpersonal skills and ability to deal with all members of the school community.

Ability to work on own initiative but also to work as part of a team.

Ability to manage multiple tasks and competing priorities, to work under pressure and achieve deadlines

Reliable and trustworthy and aware of the need to maintain confidentiality in all aspects of the work

Flexible and able to adapt easily to the needs of the school

Open to learning new skills and taking on new challenges

Proactive in identifying opportunities to improve systems and procedures to ensure the smooth running of the school office

Positive outlook and willing to contribute to the overall development of the school environment

Skills and Experience

Essential Skills:

Administrative skills and general office experience

Proficiency in Microsoft applications, to include Word, Excel and Publisher and excellent typing

Experience operating in a busy reception/front office environment

Excellent interpersonal skills, including oral and written communication skills

Excellent organisational skills, ensuring good record keeping, and adherence to school procedures and policies

Accounting skills specifically with Pay Roll and tax

Knowledge of GDPR and Data Protection requirements

Familiarity with school systems i.e Databiz, Scorz, POD and OLCs system and with the management of school finances and online payment systems

The successful candidate will be required to undergo compulsory Garda Vetting and Child Safeguarding training.

The working week will consist of 30 hours scheduled over 5 working days. - the final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the School Principal.

Flexibility may be required at other times to support school events/activities.

This is a fixed term/Part-time contract for the duration of the school year and will be reviewed yearly based on the availability of ancillary services grant from the DES.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19913D
Apply To: St Joseph's National School
Macroom Road
Bonnybrook
Dublin
D17 DY60
County: Dublin
Postal District: Dublin 17
Enquiries To: stjosephsbonnybrook@gmail.com
01 8475616
Website: <https://www.stjosephscoolock.scoilnet.ie>

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