

ADVERT ID 181139

Secretary

St. Kilian's S.N.S.

Kingswood D24 F797 Dublin D24 F797
<https://www.st-kilians.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Sep 21 2022 12:10:36
Application Closing Date: Fri Sep 30 2022
Commencement Date: Mon Oct 10 2022
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 16
Current Enrolment: 284
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: This very important job requires interpersonal skills, tact, diplomacy, confidentiality, an ability to work as part of a busy school team and, very importantly, a sense of humour. We are a vibrant senior school, with children from Third to Sixth Class.

The role of the school secretary is to contribute to the smooth running of the school through the provision of high quality administration and a professional office service.

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management.

The new DES / FSSU pay scale may apply.

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

Skills & Experience:

Essential skills:

- Administrative skills & general office experience
- Good typing skills and proficiency in Microsoft applications (Word, Excel & Outlook)
- Excellent interpersonal skills, including oral and written communication skills
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.

Desirable:

- Knowledge of GDPR & Data Protection requirements
- Familiarity with school systems (e.g Aladdin, POD & OLCS systems) and with the management

of school finances and on-line payment systems.
-School Website Management

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

Applications by email only please to applicationsforposts@st-kilians.com

Application deadline 12pm Friday 30th September, 2022.

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: 19893A
Apply To: Kingswood
D24 F797
Dublin
D24 F797
County: Dublin
Postal District: Dublin 24
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