

ADVERT ID 181320

Secretary

St Francis Xavier SNS

Roselawn Glade Castleknock D15 WY02

<https://www.sfxsenior.com>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Sep 26 2022 10:25:42
Application Closing Date:	Wed Oct 5 2022
Commencement Date:	Mon Oct 17 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:	23
Current Enrolment:	380
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of St Francis Xavier Senior School invites applications for the position of school secretary to work in a very busy and dynamic pupil-centred school. This vibrant school environment involves working with pupils, adults, outside agencies and the whole school community.

The successful candidate will be required to manage the school office in a welcoming, professional manner and will demonstrate:

- Strong interpersonal and communication skills (both written and oral)
- Excellent command of written and spoken English
- Excellent administrative and organisational skills
- Proven ability to initiate, plan and work on own initiative and show flexibility consistent with the nature of the job
- Proven ability to work in a team environment
- Proficiency in Microsoft Office (Word, Excel) and other IT Skills
- Aptitude to become proficient in the school software systems
- Experience of basic financial systems to enable maintenance of school finance records
- Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR regulations
- Experience of working in a demanding, busy work environment
- Open to learning new skills and taking on new challenges

Knowledge of school software systems including Aladdin, Esinet, OLCS and POD are desirable but not essential as training will be provided.

This position subject to a 6 month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake child safeguarding training.

Canvassing will disqualify.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

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