

ADVERT ID 181334

Secretary

Galway Educate Together NS

Thomas Hynes Rd Newcastle Galway H91 HV07
<https://www.getns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Sep 26 2022 12:47:03
Application Closing Date: Mon Oct 10 2022
Commencement Date: Mon Oct 24 2022
Status of Post: Fixed-term
Number of Vacancies: 1
 This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 28
Current Enrolment: 402
Droichead school: Yes

POST DETAILS

Additional Information: The Board of Management of Galway Educate Together N.S. is seeking a suitable candidate for the position of school secretary. The successful candidate will join our front office team working with our current secretary. The working week will consist of 30 hours over 5 working days, Monday to Friday.

The key responsibilities of this role include the following:

- Act as the first point of contact for all visitors to the school and respond to their enquiries.
- Managing school communications: phone, email, Aladdin connect (database), newsletters, school website, PA System, social media sites, postage, etc.
- Updating, file management, and organisation of school records in compliance with GDPR, Aladdin, POD (Pupil Online Database) OLCS payment system, and filing.
- Ongoing management of school financial records in collaboration with the school bookkeeper.
- General school administration and office management.
- Procurement of resources for identified areas of the school.
- Assisting the principal and BOM with the preparation and presentation of school documents and reports.
- Assisting with the organising of school events and activities.
- Assisting with the collation of invoices, statements, and delivery notes in preparation for payment.
- Liaising with the bank regarding bank balances, statements, cheque book & lodgement book.
- Searching relevant department websites (DES, INTO, IPPN) for recent publications, documents, application forms, etc.
- Facilitating the organisation of the school policies and procedures.
- Supporting and helping with the organisation of the local and international adult students and volunteers in the school.
- Contact person for the organisation of substitute teachers in the school.

- Liaise with the bus companies and ancillary staff.
- Researching and ordering school furniture.
- Ordering, maintaining and distributing Art and classroom supplies (pencils, copies, crayons, paint, etc).
- Assisting in the practicalities of the school enrolment process.

Key skills and competencies

- Excellent command of written and spoken English.
- A minimum leaving cert standard of education or equivalent
- A minimum of 3 years experience in office / secretarial work or related environment
- Strong organisational skills
- Proven ability to initiate, plan and work on own initiative
- Proven ability to work in a team environment with staff
- Excellent interpersonal skills
- Proficiency in Word Processing, Excel, and IT Skills
- Strong interpersonal and communication skills (both written and oral)
- Discretion and the ability to maintain strict confidentiality
- Experience working in a demanding, busy work environment.
- Experience working in a child-centred environment would be desirable but not essential.

The position is subject to current Garda Vetting requirements and a probationary period.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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