

ADVERT ID 181376

Secretary / Administrator

Ardscoil na Tríonoide

Ardscoil na Tríonoide Rathstewart Athy R14DK12
<https://www.ardscoil.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Tue Sep 27 2022
Application Closing Date:	Wed Oct 12 2022
Commencement Date:	Mon Nov 21 2022
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	40

SCHOOL DETAILS

School Type:	Secondary School
Current Enrolment:	882
Droichead school:	Yes

POST DETAILS

Additional Information:

Ardscoil na Tríonoide seeks to appoint a School Secretary/Administrator. The post covers a wide range of duties and includes but is not limited to:

- Provision of secretarial/administrative support to the Principal and Senior Leadership team in all its different aspects in a thorough, efficient and organised manner.
- To receive correspondence and documents on behalf of the Principal and to deal with them in an appropriate and timely manner.
- Maintenance and update of Student Management Information System, observing GDPR guidelines.
- Preparation of - school correspondence on behalf of the Principal, Senior Leadership Team or other school personnel; staff meeting notes and routine correspondence.
- Coordinate appropriate documents for communication between school and with the Department of Education and Skills.
- Complete forms in accordance with school and DES procedures, following education legislation.
- Preparation and distribution of a regular School newsletter and other routine correspondence.
- Liaising and communicating with ancillary staff.
- Approaching work in a methodical manner, displaying accuracy at all times, including when conducting routine/repetitive tasks.
- Liaising with internal and external stakeholders, in a friendly, co-operative and courteous manner.
- Implementation of texting and emailing databases.
- Experience in Financial Management and working closely with the School Bursar to ensure accurate record and reconciliation of intake of income, bank lodgements and other areas as required.
- Regular record of inventory and stock take including ordering of materials and resources across a wide range of areas of the school.
- To administrate and support the interview process for staff.
- To perform such other similar duties as may be required and generally to carry out such duties as may be required from time to time by the Principal, Board of Management or other persons with valid school work requests.

Requirements

- 2-3 years administration or PA experience desirable.
- Excellent IT skills and strong written and verbal communication.
- Ability to work as part of a team with excellent interpersonal skills and an awareness of the ethical and sensitive issues when working in a school.

To apply please submit, by email (vacancy@ardscoil.ie) by 5pm 12th October, a cover letter (no more than two pages) outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Additionally, please attach a comprehensive curriculum vitae clearly showing the relevant qualifications and experience in your career to date together with referees. Salary will be determined by the approved Department of Education pay scale.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child Protection Training. Shortlisting may apply.

Shortlisted candidates may be invited to a skills demonstration prior to interview.

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:	68077S
Apply To:	Ardscoil na Tríonoide Rathstewart Athy N/a
County:	Kildare
Enquiries To:	vacancy@ardscoil.ie 059 8638423
Website:	https://www.ardscoil.ie

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