

ADVERT ID 181403

Secretary / Administrator

Belvedere College S.J.

6 Great Denmark Street Dublin 1 Dublin
<https://www.belvederecollege.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Sep 27 2022
Application Closing Date: Fri Oct 14 2022
Commencement Date: Mon Nov 7 2022
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Voluntary Secondary School

POST DETAILS

Additional Information:

Purpose of the Role

To provide an exceptional front of house reception service to parents, colleagues, students and visitors in a busy, pressurised environment where demands, tasks and activities change at short notice within and outside the academic year.

Candidates will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the school community. Although the School Receptionist & Office Administrator reports to the Operations Manager, he/she will also have regular contact with members of the Leadership Team, teaching team, support staff and parents.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with Belvedere College S.J. Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety of children; s/he must report any concerns to the school's Designated Safeguarding Lead.

KEY RESPONSIBILITIES

Front of House

Carry out a full range of house duties including switchboard, dealing with face-to-face queries from parents, students, staff and welcoming visitors in accordance with the values and ethos of the College.

Welcome and sign-in/out all visitors and parents.

Respond to general queries from parents and callers in the first instance and refer/escalate as appropriate.

Provide cover as required in the medical room, contacting parents as required and recording first aid incidents.

Distribute incoming mail to relevant persons.

Order couriers and taxis and keep record of same for accounts department.

Book meeting rooms.

Deal with student queries.

Deal with teacher queries.

Franking post.

Attendance record keeping
Ensure record keeping and related communication to parents is completed on Compass by the daily deadlines observing GDPR guidelines.
Follow up with teachers on conflicting roll call records identified.
Ensure that students exiting the building during school hours have required permissions.
Record late students arriving on College Management System.
Respond to parent queries College Management System.

Security

Act as a security presence at reception by maintaining vigilance regarding entry to the building and seek support/report issues of concern as they arise.
Monitor CCTV activity.
Liaise with College security company.

Administration

Ensure any general school correspondence direction to reception email account is appropriately actioned.
Coordinate appropriate documents for communication between school and with the Department of Education and Skills such as Esinet.
Data entry and College management systems where required.
Email all parents relevant letters and information.
Collate and maintain pupil medical information, onsite medication (including expiry dates), and care plans for children.
Attend meetings where appropriate
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 in a school/college environment 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.

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: 60520P
Apply To: 6 Great Denmark Street
Dublin 1
Dublin
County: Dublin
Postal District: Dublin 1
Enquiries To: vacancies@belvederecollege.ie
Website: <https://www.belvederecollege.ie>
Further Information: <https://www.belvederecollege.ie>