

ADVERT ID 181506

Secretary

Libermann Spiritan School Templeogue

Templeville Road Templeogue
<https://www.libermannschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Sep 29 2022 10:33:35
Application Closing Date: Mon Oct 10 2022
Commencement Date: Mon Oct 24 2022
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 6

POST DETAILS

Additional Information: This important role requires excellent interpersonal skills and the ability to work as part of a busy school team. We are a vibrant new special school, which will provide for up to 24 students in the first school year, 2022/2023, for children aged 4 to 18.

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 which include but are not limited to:

General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills/knowledge required below;

- Organising, maintaining and updating school data bases and filing systems
- Managing school correspondence
- Maintenance of school office supplies
- Maintenance and filing all documents
- Maintaining records of staff leave
- Liaison with representatives of service providers, suppliers, school users and visitors
- Working in close cooperation with the principal
- Coordination of internal communications (post, telephone messages, email etc.)

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 VSWare, Aladdin, POD & OLCS systems) and with the management of school finances and on-line payment systems.
- School Website Management

This appointment is subject to Garda vetting and the successful candidate will be required to undertake TUSLA child protection training.

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: 20563J
Apply To: recruitment@libermannschool.ie
County: Dublin
Postal District: Dublin 6
Enquiries To: principal@libermannschool.ie
089 6166049
Website: <https://www.libermannschool.ie>

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