

ADVERT ID 186622

Secretary

St Catherines GNS

Ratoath Road Cabra West D07 V045
<https://www.stcatherinessenior.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Mar 7 2023 14:31:25
Application Closing Date: Tue Mar 21 2023
Commencement Date: Mon Mar 27 2023
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Senior School
Gender: Girls
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 14
Current Enrolment: 151
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

St. Catherine's Senior Girls School is a vibrant and busy school welcoming girls from 2nd to 6th Classes. We are looking for a energetic, dedicated and discreet School Secretary to join our team.

It is a full time position for 27.5 hours per week from Monday to Friday. Start time is 8.30a.m. until 2.30p.m.

The successful candidate will have:

- Excellent administrative skills and general office experience.
- Excellent typing skills and proficiency in Microsoft applications including Microsoft Word & Excel and also Google apps including Google Drive, Gmail and Forms.
- Excellent interpersonal skills, including clear oral and written communication skills.
- Excellent organisational skills, ensuring good record keeping and adherence to procedures and policies.
- Administrative skills to support the management of school finances (preparing monthly accounts using the FSSU templates).
- Ability to plan and work on one's own initiative with the ability to work in a team environment with the Principal and other school staff.
- Flexible attitude and approach to work.
- A high level of Confidentiality and Discretion is crucial.
- Knowledge of GDPR and Data Protection requirements.

Desirable:

- Familiarity with school systems (e.g. POD, OLCS & Aladdin) and with the management of school finances and on-line payment systems including online business banking.

The Role of the school secretary is to contribute to the smooth running of the school through the provision of high quality administration and professional office service.

Key Duties and Responsibilities include but not limited to the following:

- Act as first point of contact for visitors to the school.
- Managing school communications: phone and email with parents and external service providers, Department of Education & Skills, the Online Claims System (OLCS) and Primary Online Database (POD).
- Managing school correspondence, postage etc.
- Updating, managing and storing school records in compliance with GDPR.
- General school administration and office management.
- Assisting with the organisation of school events and activities.
- Processing and maintaining Garda Vetting of staff & school volunteers.
- Procurement of resources for identified area of the school.
- Other duties as allocated by the Principal or Deputy Principal.

The appointment is subject to the following: Garda vetting, completion of MedMark medical clearance, provision of referee contact details, and the successful candidate will be required to undertake TUSLA child protection training with the school team.

Please consult the circular below for rates of pay for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of the government circular 0036/2022.

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/227054/9d2f60db-aa3e-4ab5-b170-c48392a6e04f.pdf#page=null>

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: 17465P
Apply To: Fr. Paul Thornton (Chairperson),
St. Catherine's Senior Girls School,
Ratoath Road,
Cabra West,
Dublin 7,
D07 V045.
County: Dublin
Postal District: Dublin 7
Enquiries To: jobapplications@stcatherinessenior.com
Website: <https://www.stcatherinessenior.com>
Further Information: <https://www.stcatherinessenior.com>