

ADVERT ID 187689

Secretary

Scoil Mhuire

Convent Rd Clondalkin Dublin 22 D22F851

<https://smclon.com>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Mar 30 2023
Application Closing Date:	Mon Apr 17 2023
Commencement Date:	Wed Aug 30 2023
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls with Infant Boys
School Patronage:	Catholic
Total No. of Teaching Staff:	21
Current Enrolment:	295
Droichead school:	Yes

POST DETAILS

Additional Information:

Scoil Mhuire is looking for an enthusiastic, flexible and hard-working school secretary.

This is a job share position starting on a Wednesday every second week. The successful candidate will work 30 hours every second week from Wednesday to Tuesday.

The successful candidate will have:

- Excellent administrative and organisational skills.
- High level of proficiency in Microsoft Office and Google Drive and good typing skills.
- Excellent communication skills, both verbal and written.
- Experience of basic financial systems to enable maintenance of school finance records (FSSU).
- Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR and data protection regulations.
- Proven ability to work as part of a team.
- Knowledge of school software systems including Aladdin, Esinet, OLCS, and POD is desirable but not essential as training will be provided.

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

- Organising, maintaining and updating school data bases: Aladdin Connect, The Online Claims System (OLCS), Department of Education Database (Esinet), and Primary Online Database (POD)
- First point of contact for service providers, suppliers, and visitors.
- Managing school correspondence and answering the phone and emails.
- Updating, managing and storing school records in compliance with GDPR.

- Other duties as allocated by the Principal or Deputy Principal.
- General school administration and office management.
- Procurement of resources and the management of school office supplies.

This appointment is subject to a 6-month probationary period and satisfactory Garda vetting. The successful candidate will be required to complete Tusla Child Protection Training.

Please consult the Department of Education Circular 36/2022 for rates of pay and holidays 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 circular 0036/2022.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	18602E
Apply To:	Scoil Mhuire Convent Road Clondalkin Dublin 22 D22 F851
County:	Dublin
Postal District:	Dublin 22
Enquiries To:	applications@scoilmhuireclondalkin.com
Website:	https://smclon.com

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