

ADVERT ID 194805

## Secretary / Administrator

### St Louis High School

Charleville Rd., Rathmines Dublin 6 Rathmines D06 F860

<https://www.stlouishighschool.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Fri Jun 2 2023
Application Closing Date:	Mon Jun 12 2023
Commencement Date:	Mon Jul 3 2023
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	35

#### SCHOOL DETAILS

School Type:	Secondary School
Current Enrolment:	683
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

St Louis High School is looking to fill the position of office secretary (full time). This role commands a person who has excellent interpersonal skills and can ensure efficiency, confidentiality, discretion, and works well as part of an administrative team. The secretary will work within an office team and support all members of the school community and must always ensure a professional relationship with them. The secretary will provide administrative support to the principal and his/her team in the delivery of all their key functions and work closely and supportively of the office manager. Confidentiality and discretion of a very high level are expected.

The following is a description of duties, responsibilities, and expectations for the role of Secretary:

- Good communication skills both written and oral.
- Excellent organisational skills and attention to detail.
- Ability to work independently, be a problem solver.
- Friendly, welcoming, and helpful manner. Proactive and highly competent and taking ownership of duties/assigned tasks and follow through.
- Understanding priorities, potential issues, handling sensitive information.
- Working supportively alongside the office manager/bursar, school management and staff.
- Ensure deadlines are met and that all Dept of Education returns are submitted on time including OLCS – Esinet.
- Maintain a high level of awareness of current priorities and support as required.
- Excellent knowledge of all Microsoft applications including Office 365, Teams, Outlook, VS Ware.
- Experience of using Databases and creating reports.
- Experience of using banking on-line, payment of invoices and record keeping.
- Carry out other duties that may be assigned by the school principal and the Board of management from time to time.
- Provide relief along with the office manager/bursar for reception during breaks, lunch, and holiday periods.

While not being exhaustive it does attempt to indicate the range and level of duties associated

with this position.

Further details about this position can be requested by emailing [applications@stlouishighschool.ie](mailto:applications@stlouishighschool.ie). Salary commensurate with experience and in line with Dept of Education salary scale. This is a full-time position, with standard annual leave entitlements. There will be a probation period of 6 months attached to this position.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	60890C
<b>Apply To:</b>	Charleville Rd., Rathmines Dublin 6 Rathmines D06 F860
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 6
<b>Enquiries To:</b>	<a href="mailto:applications@stlouishighschool.ie">applications@stlouishighschool.ie</a>
<b>Website:</b>	<a href="https://www.stlouishighschool.ie">https://www.stlouishighschool.ie</a>
<b>Further Information:</b>	<a href="https://www.stlouishighschool.ie">https://www.stlouishighschool.ie</a>

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