

ADVERT ID 202854

Secretary

Dominican Primary School

Convent Road Dún Laoghaire N/A A96 V2P2
<https://www.dominicandunlaoghaire.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Sep 14 2023 14:16:41
Application Closing Date:	Fri Sep 29 2023
Commencement Date:	Mon Nov 6 2023
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	17
Current Enrolment:	169
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: Dominican Primary School invites applications for the position of School Secretary. This full-time permanent position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022.

New secretaries will be paced on point 1 of the scale set out in Appendix 1 of the circular, unless they have prior experience as a school secretary. The position is subject to compulsory Garda Vetting, Medmark clearance, online Tusla Child Protection Training and a 6-month probationary period. This on-site role is for approximately 15 - 30 hours per week (pending confirmation from the Department of Education). Exact hours are to be confirmed by the Department of Education prior to commencement. Holidays as per Circular 36/2022.

The successful candidate will report to the principal, will be an integral part of our school community and will manage the school office in a welcoming, professional and discreet manner. 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.

The successful candidate will be required to manage the school office in a welcoming and professional manner.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Managing school communications: phone, email, databases (e.g. Aladdin, POD, OLCS)
- Management of payments/financial accounts/invoices

- General school administration: filing, photocopying, and providing clerical and administrative support to the Principal, Deputy Principal and staff as required
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- IT skills, including proficiency in Microsoft and willingness to upskill as needed.
- Knowledge in relation to GDPR and data protection.
- Strong organizational skills and ability in regard to attention to detail.
- Ability to use own initiative, to work independently and as part of a team.
- Planning and organisational skills.
- Ability to work closely with the Principal, Deputy Principal and staff of Dominican Primary School as well as the Board of Management.
- Flexibility in the varied demands of the job and the ability to show initiative when required.
- Experience working in a busy office environment.
- Relates well to children.
- Positive outlook and willingness to contribute to overall school development.
- Commitment to uphold the ethos of the school.

The above job description is not exhaustive.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 05600C
Apply To: jobapp@dominicandunlaoghaire.ie
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