

ADVERT ID 206071

Secretary

St. Fergal's NS

Boghall Road Ballywaltrim Bray A98 A521
<https://www.stfergalsnsbray.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri Nov 17 2023 12:01:13
Application Closing Date: Fri Dec 1 2023
Commencement Date: Mon Jan 8 2024
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: 30
Current Enrolment: 397
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 Fergal's National School, Bray, invites candidates for the position of school secretary. This position will be subject to sanction from the Department of Education. The successful candidate will be recruited in line with the terms and conditions as set out in Circular 36/2022. The position is subject to compulsory Garda vetting and a six month probationary period.

Additional Information

Key duties of this position will include:

point of contact for all visitors and enquiries.

managing school communications-phone,email,databases (eg.Aladdin, POD, OLCS)

Management of schools financial accounts-payments,payroll,FSSU and corresponding with our school accountant.

Office management-maintenance of office equipment, procurement of resources and liaising with service providers,suppliers etc

Co-ordinating the school admissions process.

Working alongside the school management team.

The ideal candidate will demonstrate the following competencies:

Professionalism, discretion and the ability to maintain strict confidentiality.

Strong interpersonal and communication skills.

Excellent book-keeping skills including knowledge of ROS,VAT,RCT, online banking etc.

A willingness to engage in Continuous Professional Development.

ICT proficiency and an interest in upskilling.

Knowledge in relation to GDPR and data protection and updating, managing and storing school records in accordance with GDPR compliance.

Ability to use own initiative and to work independently and as part of a team.

Applications by post only. Please mark "Secretary position" clearly on the envelope. Applications addressed to: Chairman, Board of Management, St Fergal's National School, Boghall Road, Bray, County Wicklow. A 98 A 521.

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20466L
Apply To: Boghall Road
Ballywaltrim
Bray
A98 A521
County: Wicklow
Enquiries To: principal@stfergalsnbray.ie
Website: <https://www.stfergalsnbray.ie>

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