

ADVERT ID 206687

Secretary / Administrator

Sancta Maria College

Ballyroan Crescent Rathfarnham Dublin 16 Dublin D16V389

<https://www.sanctamariacollege.com>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Tue Dec 5 2023 17:44:30
Application Closing Date:	Fri Dec 15 2023
Commencement Date:	Mon Jan 8 2024
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	30

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Girls
Current Enrolment:	574
Droichead school:	Yes

POST DETAILS

Additional Information:

The school is advertising the position of secretary.

Working Pattern:

- Uploading invoices and payments for an external bookkeeper on a weekly basis/monthly basis
- Payroll duties – sending timesheets for processing, and uploading bank payments.
- Filing school accounts, and bank statements and liaising with the school's External bookkeeper.
- Liaise with maintenance contractors regarding upkeep of the school and repairs that need undertaking.
- Assisting the Principal/Deputy Principal with arranging interviews and recruitment of new teaching and non teaching staff.
- PA duties – assisting the Principal with diary management, filing etc
- Managing and assisting with school admissions process.
- Liaise with service providers, such as maintenance and IT.
- Working alongside the school management team.
- Working alongside, and assisting the school secretaries and reception staff.
- Ad hoc duties.

The ideal candidate will demonstrate the following;

- Professionalism, discretion and the ability to maintain strict confidentiality
- Knowledge of / or willingness to learn about GDPR procedures and data protection
- Strong interpersonal and communication skills
- Ideally some knowledge of Bookkeeping skills including knowledge of online banking etc
- ICT proficiency and in interest in upskilling
- Good planning and organisational skills
- Ability to use your own initiative. To be able to work independently and as part of team.

To apply for the above position, please forward your CV and relevant documents to recruitment@sanctamariacollege.com

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

Roll Number:	60341P
Apply To:	recruitment@sanctamariacollege.com
County:	Dublin
Postal District:	Dublin 16
Enquiries To:	recruitment@sanctamariacollege.com
Website:	https://www.sanctamariacollege.com

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