

ADVERT ID 208108

Secretary

St Declans Sp NS

35 Northumberland Rd Ballsbridge Dublin 4 Ballsbridge D04 FD21
<https://www.stdeclans.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Feb 8 2024 11:45:41
Application Closing Date: Mon Feb 26 2024
Commencement Date: Mon Apr 8 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 6
Current Enrolment: 36
Droichead school: Yes

POST DETAILS

Additional Information:

St. Declan's Special School: School Secretary

The School:

St. Declan's is a primary school that caters for children with emotional and behavioural difficulties while following the mainstream curriculum. The school consists of 36 pupils, 6 teachers, 12 SNA's, a principal, and a secretary. Children transfer to St. Declan's from mainstream school with the aim to return to mainstream after attending St. Declan's for a few years to assist with emotional and/or behavioural regulation.

The Role:

The Secretarial Administrative role is pivotal in St. Declan's. The person will be responsible for a variety of administration tasks including, managing surf accounts, liaising with the school treasurer regarding budgets, logging staff leave and substitution claims, inputting admissions and transfers on ESINET and general school office administration. This person will report directly to the school principal in respect of administration of the school.

The successful candidate will be responsible for administration of internal communications and communication with parents/guardians. Excellent communication, confidentiality and discretion skills are crucial in this role.

Office Management:

- Deal with enquiries via email and phone
- Input admissions and transfer onto POD via the department of education's software system - ESINET
- Deal with incoming and outgoing correspondence
- Manage stationery, cleaning and equipment supplies.
- Organise filing and archiving systems to the highest standards.

- Coordinate the maintenance of office equipment.
- Assist with any/all administrative tasks that may arise.

Finance:

- Process invoices and payments
- Assist with the reconciliation of all bank accounts on the accounting software.
- Assist in all aspects of the day-to-day accounting function of the school including budgets, management accounts, payroll, and audits.
- Assist in fundraising events and management.

Support and Liaison:

- Respond to general enquiries, and forward specific queries to relevant staff.
- IT related queries – assist with the submission of supportive technology applications and reports and associated documents.
- Provide support during events and meetings.

Person Specification / Skills and Special Aptitudes:

- 2 years' experience in a similar role is advantageous.
- Excellent organisational and administration skills
- Team orientated and collaborative with a flexible attitude.
- A thorough and methodical approach to your work
- Ability to prioritise, multitask and work to strict deadlines.
- Ability to show initiative in solving problems in an analytical and practical way.
- Professional telephone manner and excellent communication skills
- Excellent PC Skills to include advanced knowledge and experience of Microsoft Office Suite and accounting software.
- The candidate should be able to work in a high demand environment with a positive and flexible approach to their work.
- A thorough knowledge of excel is a distinct advantage.
- Book-keeping experience would be an advantage.

Application Procedure:

To apply, please send a copy of your CV and cover letter to: posts@stdeclans.ie

Applications by email only. Please put 'Secretary Application' in the subject line.

Closing Date: 26th February 2024

The successful candidate will be asked to attend a paid training day prior to the start date.

St. Declan's is an equal opportunities employer.

Garda Vetting will apply.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18569J
Apply To: 35 Northumberland Rd
Ballsbridge
Dublin 4
Ballsbridge
D04 FD21
County: Dublin
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