

ADVERT ID 213972

## Secretary

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### Sacred Heart NS

St. John's Drive Sruleen Clondalkin  
<https://www.sruleenns.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed May 22 2024 12:33:06  
**Application Closing Date:** Fri Jun 7 2024  
**Commencement Date:** Wed Aug 21 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 28  
**Current Enrolment:** 475  
**Droichead school:** Yes

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#### 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:

Sacred Heart School is seeking a FULL-TIME PERMANENT secretary. This position will be subject to the terms and conditions outlined in Circular 36 2022 Revision of Salaries and Annual Leave arrangements for School Secretaries.

The successful candidate will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is preferable.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills/knowledge below:

- \* Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- \* Maintaining records of school finances including cash collections, bank payments and entering & reconciling all payments on accounting system
- \* Managing school correspondence with professionalism and confidentiality
- \* Maintenance and filing of all invoices and documentation
- \* Maintenance of records of staff leave and supporting substitute cover process
- \* Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)

- \* Liaison with representatives of service providers, suppliers, school users and visitors
- \* Working in close co-operation with the Principal, Deputy Principal and school staff
- \* Carrying out other duties assigned by the Principal and related to the post of school secretary
- \* Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- \* Co-ordination of internal communications (post, telephone messages, email etc.)

Skills/Knowledge Required:

- \*Excellent interpersonal skills
- \*Excellent communication skills (both verbal and written)
- \*Excellent Typing / IT skills
- \*A clear understanding of and adherence to GDPR regulations
- \*Ability to plan and work efficiently on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a probationary period. Induction training will be facilitated.

Applications should be addressed to the Chairperson of the Board of Management and submitted by email only to [principal@sruleenns.com](mailto:principal@sruleenns.com). Closing date for applications is 7/06/2024 at 5pm.

#### APPLICATION REQUIREMENTS

- Letter of Application
- 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:** 197991  
**Apply To:** St. John's Drive  
Srúleen  
Clondalkin  
**County:** Dublin  
**Postal District:** Dublin 22  
**Enquiries To:** [info@sruleenns.com](mailto:info@sruleenns.com)  
**Website:** <https://www.sruleenns.com>

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