

ADVERT ID 217801

Secretary

Scoil Diarmada

Scoil Diarmada Garter Farm Athy Road Castledermot R14 FX46
<https://www.scoildiarmada.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Jun 10 2024 23:30:24
Application Closing Date: Fri Jul 5 2024
Commencement Date: Mon Aug 26 2024
Status of Post: Part-Time
Number of Vacancies: 1
 This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 21
Current Enrolment: 348
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:

Email applications must be sent to principal@scoildiarmada.com Please put Application (Secretary (part-time) in the subject box of your email application

The Board of Management of Scoil Diarmada is seeking a part-time secretary (9.5 hours weekly.)

The position will be subject to the terms of DES Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry-level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The School Secretary 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.

The successful candidate will have/be

- Excellent interpersonal and communication skills
- Proficiency in ICT including word processing, spreadsheets, email etc.
- an ability to work on own initiative and as part of a team
- an ability to multitask, prioritise, work under pressure and achieve deadlines

- reliability, trustworthiness and strict adherence to confidentiality
- flexibility and be adaptable to the needs of the school
- proactive in identifying improvements to ensure smooth systems and procedures
- a positive outlook
- a willingness to engage in Continuous Professional Development

Essential Skills & Experience:

- Administrative and secretarial skills
- Proficiency in ICT and office applications.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- Knowledge of GDPR & Data Protection requirements.
- Liaising with parents, staff, pupils, service providers, school suppliers, PTA and visitors.
- To be aware of and comply with school policies and procedures, particularly regarding child safeguarding, health and safety, confidentiality and data protection and report any concerns.
- Knowledge in operating and maintaining a school online banking and payment system.
- Previous secretarial experience desirable
- Financial administration experience desirable

It would be desirable for the candidate to have knowledge and experience in using some or all of the following; Aladdin, POD, OLCS,SAGE, FSSU accounting templates, Microsoft Office & Teams, Medmark, TUSLA returns and other school applications

Key Duties & Responsibilities include and are not limited to :

- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Maintaining school and office supplies and operating all office machines- photocopier/laminator/book covering devices etc.
- Attend meetings and events as required.
- Assisting the Principal in the administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- Assisting with general school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Other duties as allocated by the Principal.

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19786W
Apply To: principal@scoildiarmada.com
County: Kildare
Enquiries To: principal@scoildiarmada.com
Website: <https://www.scoildiarmada.com>