

ADVERT ID 219176

Secretary

St. Patrick's National School, Dalkey

Harbour Road Dalkey A96 RR04
<https://www.stpatricksnshalkey.ie/>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Jun 21 2024 19:06:36
Application Closing Date: Fri Jul 5 2024
Commencement Date: Mon Aug 26 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 5
Current Enrolment: 101
Droichead school: Yes

POST DETAILS

Additional Information:

St. Patrick's National School, Dalkey is seeking an enthusiastic, hard-working Primary School Secretary for 20 hours a week.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The position is subject to a 6 months probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake Tusla Child Protection Training prior to commencing employment. The initial position will be Monday to Friday for 20 hours per week, academic year. Candidates must be willing to work a week in July and/or August.

Skills/ Knowledge Required:

- *Excellent communication, interpersonal and organisational skills.
- *Administrative skills to support the management of school finances, correspondence and communications.
- *Highly proficient use of ICT and Microsoft Office/ Word/ Excel.
- *Excellent attention to detail.
- *Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job.
- *The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations.

Key Duties and Responsibilities include but are not limited to the following:

- *Act as the first point of contact for visitors to the school.
- *Work in close co-operation with the Principal and staff.
- *Manage school communications: phone, email, school website, Department of Education Databases - The online claims system (OLCS) and Primary Online Database (POD), Aladdin

Software package, postage, banking etc.

*Maintain school finance records and basic financial systems in line with FSSU (Financial Support Services Unit) requirements.

*Liaise with the Board of Management Treasurer in relation to all accounting matters.

*Update, manage and store school records in compliance with GDPR.

*General school administration and office management.

*Assist with the organisation of school events and activities.

*Carry out other duties assigned by the Principal and related to the post of school secretary.

Letter of application, CV, referees and other documents should be sent via email only to:

applications@stpatricks2.ie (Subject line: School Secretary Application)

Closing date: Friday 5th July @ 5pm. Shortlisting will apply. Only shortlisted candidates will be invited for interview.

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:	14647G
Apply To:	applications@stpatricks2.ie
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Postal District:	County Dublin
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