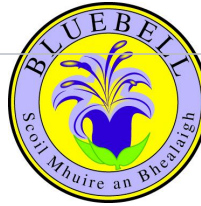


ADVERT ID 221048

Secretary

Our Lady of the Wayside NS

Our Lady of the Wayside NS, Bluebell Road, Bluebell, Dublin. D12 KC63
<https://www.olw.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Jul 22 2024 10:01:00
Application Closing Date: Fri Aug 2 2024
Commencement Date: Mon Sep 2 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 13
Current Enrolment: 133
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:

The Board of Management of Our Lady of the Wayside National School, Bluebell is seeking a secretary on a full-time, permanent basis.
The position will be subject to the terms of Circular 0036/2022 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 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. Handover and induction training will be facilitated.
The School Secretary is 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 and experience within an educational setting is preferable.

The successful candidate will have :

- o Excellent interpersonal and communication skills (both oral and written)
- o Administrative and secretarial skills
- o Proficiency in ICT including word processing, spreadsheets, email etc.
- o Knowledge of GDPR & Data Protection requirements.
- o Excellent organisational skills, ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- o The ability to work on own initiative and as part of a team

- o Reliability, trustworthiness and strict adherence to confidentiality
- o Flexibility and adaptability to the needs of the school
- o Knowledge in operating and maintaining a school online banking and payment system.
- o A commitment to uphold the ethos of Our Lady of the Wayside N.S.

It would be desirable (but not essential) 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, TUSLA returns and other school applications.

Key Duties & Responsibilities:

Responsibilities include but are not limited to:

- o Working in close co-operation with the Principal, Deputy Principal and school staff
- o Carrying out other duties assigned by the Principal and related to the post of school secretary
- o Being the first point of contact for all visitors to the school and dealing with parents, visitors etc. in a welcoming manner
- o Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- o General secretarial and administrative duties consistent with the role of school
- o Liaison with representatives of service providers, suppliers, school users and visitors
- o Managing school correspondence with professionalism and confidentiality
- o Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- o Maintaining records of school finances including cash collections, bank payments and entering & reconciling all payments on accounting system
- o Maintenance and filing of all invoices and documentation
- o Maintenance of records of staff leave and supporting substitute cover process
- o Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- o Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- o Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- o Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- o Attend meetings and events as required.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19764M
Apply To: applications2024@gmail.com
 Our Lady of the Wayside NS,
 Bluebell Road,
 Bluebell,
 Dublin.
 D12 KC63
County: Dublin
Postal District: Dublin 12
Enquiries To: principal@olw.ie
Website: <https://www.olw.ie>
Further Information: <https://olw.ie>

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