

ADVERT ID 223707

Secretary

St. Michael's College Junior School

St. Michael's College Junior School Ailesbury Road Dublin 4 Dublin 4 NA
<https://www.stmichaelscollegejunior.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Aug 26 2024 11:23:09
Application Closing Date: Mon Sep 2 2024
Commencement Date: Thu Sep 12 2024
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Boys
School Patronage: Catholic
Total No. of Teaching Staff: 17
Current Enrolment: 337
Droichead school: Yes

POST DETAILS

Additional Information:

St. Michael's College Junior School invites applications for the position of School Secretary. This is a Fixed Term position to cover sick leave from 12th September- 8th November 2024

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 and Child Protection Training. The successful candidate will have experience in office management and administration. A 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.

Responsibilities include but are not limited to:

General secretarial duties consistent with the role of School Secretary such as carrying out administrative duties assigned by the Principal.
Working in close co-operation with the Principal, Deputy Principal and staff.
Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
Organising, maintaining and updating school databases and filing systems such as Aladdin.
Managing school correspondence with professionalism and confidentiality.
Maintenance of the school and office supplies and operating all office machines (photocopier, laminator etc.).
Maintenance and filing of all documentation.
Liaising with representatives of service providers, suppliers and visitors.
Coordination of internal communication (post, telephone messages, email etc.).
To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.

Skills or Knowledge Required:

Excellent interpersonal and organisational skills.

Excellent oral and written communication abilities.

Excellent typing/ I.T. skills and attention to detail.

Willingness to upskill where necessary.

Ability to use your own initiative, to work independently and as part of a team.

Ability to relate well to children.

Positive outlook and willingness to contribute to the overall school development.

Commitment to uphold the ethos of the school.

Previous experience in a school setting is desirable.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 00032Z

Apply To: Applications by email only, please, to applicationsstmcjunior@gmail.com

County: Dublin

Postal District: Dublin 4

Enquiries To: applicationsstmcjunior@gmail.com

Website: <https://www.stmichaelscollegejunior.com>

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