

ADVERT ID 223737

Secretary

Gaelscoil Uí Earcáin

Bóthar Ghlas an Éin Fionnghlas Baile Átha Cliath 11 D11 VP44
<https://www.gsue.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Aug 26 2024 15:47:10
Application Closing Date: Mon Sep 2 2024
Commencement Date: Mon Sep 9 2024
Status of Post: Permanent
Number of Vacancies: 1
This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: An Foras Patrunachta
Classification: DEIS 1
Total No. of Teaching Staff: 24
Current Enrolment: 300
Droichead school: Yes

POST DETAILS

Additional Information:

Tá Gaelscoil Uí Earcáin ag earcú rúnaí faoi láthair le tosú ar an 9 Meán Fómhair 2024 ach cuirfear tréimhse oiliúna ar fáil roimhe sin.
Is post 30 uair a chloig thar cúig lá sa tseachtain atá ann faoi láthair.
Tá gach eolas ar fáil ar chiorclán 36/2022 ón Roinn Oideachais.

The position will be subject to the terms of 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.

Ní mór don té a cheapfar a bheith líofa sa Ghaeilge & Béarla. Beidh an rúnaí ag obair faoi stiúir an phríomhoide. Tá ardscoilleana bainistíochta oifige, ardscoilleana cumarsáide agus ardscoilleana eagrúcháin de dhíth don phost. Ní mór don té a cheapfar a bheith ábalta obair go neamhspleách as a stuaim féin agus mar chuid d'fhoireann. Tá eolas agus taithí in úsáid na teicneolaíochta riachtanach don phost. Bheadh tuiscint ag an té a cheapfar ar an tábhacht a bhaineann le rúndacht agus le bheith discréideach agus é/í i mbun a c(h)uid dualgaí.

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.

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 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 Compass, Online Claims System (OLCS), Pupil Online Database (POD), Aladdin, Financial Support Services Unit (FSSU) and Payroll.
- Competency in maintaining financial accounts, budgets, online banking systems, procurement and monthly financial reports.
- 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 representative of service providers, suppliers and visitors.
- Assisting with the organisation of school events and activities e.g. Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
- 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 organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances
- Excellent typing/ I.T. skills and attention to detail.
- Willingness to upskill where necessary.
- Ability to use own initiative, to work independently and as part of a team.
- Positive outlook and willingness to contribute to the overall school development.

The above description is not exhaustive.

Beidh an ceapachán ag brath ar ghrinn fhiosrúchán na nGardaí agus ar sheiceáil teistiméireachtaí. Beidh tréimhse sé mhí ann mar thréimhse phromhaidh. Seol do litir iarratais, C.V agus cóip de do theastais chuig iarratais@gsue.ie

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20220C
Apply To: An Cathaoirleach
iarratais@gsue.ie

Bóthar Ghlas an Éin
Fionnghlas
Baile Átha Cliath 11
D11 VP44

County: Dublin
Postal District: Dublin 11
Enquiries To: priomhoide@gsue.ie
Website: <https://www.gsue.ie>