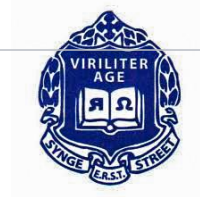


ADVERT ID 224238

Secretary / Administrator

Synge St CBS

Synge St CBS Synge St Dublin D08R283
<https://www.syngestreet.com>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Sep 3 2024 13:02:24
Application Closing Date: Tue Sep 17 2024
Commencement Date: Mon Sep 30 2024
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Boys
Current Enrolment: 310
Droichead school: Yes

POST DETAILS

Additional Information:

Synge St Secondary School invites applications for the position of School Secretary. This is a part time (20 hours), permanent position.

This appointment is subject to sanction by the Department of Education in accordance with Circular 36/2022. 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. This position is subject to a 6 month probationary period. 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/Deputy 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, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll.
- Managing school correspondence with professionalism and confidentiality.
- 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.
Positive outlook and willingness to contribute to the overall school development.
Previous experience in a school setting is desirable.

Applications by email only.

Please write Secretary Application in the subject line.

Those shortlisted for interview will be contacted by email.

APPLICATION REQUIREMENTS

- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60470D
Apply To: recruitment@syngestreet.com
County: Dublin
Postal District: Dublin 8
Enquiries To: recruitment@syngestreet.com
Website: <https://www.syngestreet.com>

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