

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
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