

ADVERT ID 225102

Secretary

Wicklow Educate Together

Hawkstown Road Wicklow Town A67 E371
<https://wicklowetns.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Sep 19 2024 11:00:04
Application Closing Date: Thu Sep 26 2024
Commencement Date: Fri Oct 4 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 30
Current Enrolment: 392
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Wicklow Educate Together National School invites applications for the part time position of Secretary for 6.5 working hours per week, every Friday 8.30am-3pm

Wicklow Educate Together National School, a thriving primary school in Wicklow Town is seeking a part-time secretary to work in a busy school office in addition to our current office secretary. The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the School Principal in managing the wide variety of administrative tasks associated with running a vibrant school.

Qualities The successful candidate will be committed and will demonstrate the following qualities:

- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative but also to work as part of a diverse team incorporating Secretary, Principal, Board of Management, Teaching Staff, SNAs and ancillary staff
- Ability to manage multiple tasks and competing priorities, to work under pressure and achieve deadlines
- Reliable & trustworthy and aware of the need to maintain confidentiality in all aspects of the work
- Flexible and able to adapt easily to the needs of the school
- Open to learning new skills and taking on new challenges
- Proactive in identifying opportunities to improve systems and procedures to ensure the smooth running of the school office
- Positive outlook and willing to contribute to the overall development of the school environment

Essential Skills

- Administrative skills & general office experience; proficiency in Microsoft applications, to include Word, Excel and Publisher
- Excellent typing skills

- Experience operating in a busy reception/front office environment
- Excellent interpersonal skills, including oral and written communication skills
- Excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies

The Role

1. Assisting the principal with the daily administration tasks, meeting requests, scheduling events, booking buses
2. Managing school correspondence, postage etc
3. Drafting and communicating school newsletter and community correspondences
4. Procurement & Maintenance of school supplies
5. Updating, managing and storing school records in compliance with GDPR
6. Assisting with the organisation of school events and activities
7. Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job
8. A commitment to maintaining confidentiality and discretion
9. Willingness to upskill where necessary

Previous experience in a school setting is desirable

The successful candidate will report to the Principal, will be an integral part of our school community and will manage the school office in a welcoming, professional and discreet manner. The successful candidate will uphold and respect the Educate Together Ethos of the school at all times

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child protection Training and training in GDPR.

The position will be subject to the terms of DES 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.

To apply for the position, send a CV and letter of application, including the names, roles and contact details of three referees, by email for the attention of the Chairperson by email only to wetnsjobs@gmail.com

Please write "School Secretary Application" in the subject line of the email.

This position is subject to a six month probationary period.

Please email wetnsjobs@gmail.com if you have any questions about the position

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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County: Wicklow
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Website: <https://wicklowetns.com>

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