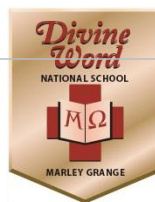


ADVERT ID 226115

Secretary

Divine Word

Divine Word NS Marley Grange Rathfarnham D16FF62
<https://www.divinewordns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Oct 9 2024 18:40:18
Application Closing Date: Wed Oct 23 2024
Commencement Date: Mon Nov 4 2024
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 27
Current Enrolment: 472
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

Divine Word National School, Marley Grange, Rathfarnham invites applications for a maternity leave substitute position of School Secretary.

The maternity leave position commences on 4th November 2024 until 19th January 2025. It is very likely that this position will be extended until June 30th 2025. Interviews will take place on Thursday 24th October.

This substitute position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Managing school communications: phone, email, databases (e.g. POD, OLCS)
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, providing clerical and administrative support to Principal, Deputy Principal and staff as required
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.

- Strong interpersonal and oral/written communication abilities.
 - Excellent book-keeping skills, including proficiency in SAGE 50 and willingness to upskill as needed.
 - IT skills, including proficiency in Microsoft Office 365 and willingness to upskill as needed.
 - Knowledge in relation to GDPR and data protection.
 - Strong organizational skills and ability in regard to attention to detail.
 - Ability to use own initiative, to work independently and as part of a team.
 - Planning and organisational skills.
 - Ability to work closely with Principal, Board of Management, Parents Association and staff.
 - Flexibility in the varied demands of the job and the ability to show initiative when required.
 - Experience of working in a busy office environment.
 - Relates well to children.
 - Positive outlook and willingness to contribute to overall school development.
 - Commitment to uphold the ethos of the school.
- The above job description is not exhaustive.

Please send Cover letter and Curriculum Vitae, by email to applications@divinewordns.ie

APPLICATION REQUIREMENTS

- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19574H
Apply To: Divine Word NS
Marley Grange
Rathfarnham
D16FF62
County: Dublin
Postal District: Dublin 16
Enquiries To: applications@divinewordns.ie
Website: <https://www.divinewordns.ie>
Further Information: <https://www.divinewordns.ie/>

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