

ADVERT ID 226501

Secretary

Screen NS

Screen Enniscorthy Y21 PC52
<https://www.screenns.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Oct 18 2024 09:35:59
Application Closing Date: Fri Nov 1 2024
Commencement Date: Tue Nov 19 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: Catholic
Total No. of Teaching Staff: 10
Current Enrolment: 127
Droichead school: Yes

POST DETAILS

Additional Information:

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 and secretarial posts) from the date on which the Board approves the successful candidate.

Additional Information:

Screen NS invites applications for a job share secretarial position. 11 hrs and 15 mins per week.

This 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 inquiries
- 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, Google Drive 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.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18839M
Apply To: office@screenns.ie
County: Wexford
Enquiries To: office@screenns.ie
Website: <https://www.screenns.ie>

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