

ADVERT ID 228019

Secretary

Dominican Primary School

Convent Road Dún Laoghaire N/A A96 V2P2
<https://www.dominicandunlaoghaire.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Nov 29 2024 11:58:07
Application Closing Date:	Sun Dec 8 2024
Commencement Date:	Mon Jan 20 2025
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	17
Current Enrolment:	214
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:

This position is for 27 hrs 45 mins per week. It is a maternity substitute position. 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 role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.

The successful candidate will be required to manage the school office in a welcoming and professional manner.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Managing school communications: phone, email, databases (e.g. Aladdin, POD, OLCS)
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, and providing clerical and administrative support to the 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.
 - IT skills, including proficiency in Microsoft 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 the Principal, Deputy Principal and staff of Dominican Primary School as well as the Board of Management.
 - Flexibility in the varied demands of the job and the ability to show initiative when required.
 - Experience 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
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 05600C
Apply To: jobapp@dominicandunlaoghaire.ie
County: Dublin
Postal District: County Dublin
Enquiries To: jobapp@dominicandunlaoghaire.ie
Website: <https://www.dominicandunlaoghaire.ie>

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