

ADVERT ID 228867

Secretary / Administrator

Our Lady's School

Templeogue Road Terenure Terenure

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Jan 7 2025 10:52:07
Application Closing Date: Tue Jan 28 2025
Commencement Date: Wed Jan 29 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School

POST DETAILS

Additional Information:

Work in the main office and take on all admin work as deemed necessary to meet the emerging school administrative needs.

Responsibility for VSWare

Responsibility for PPOD

Supervised Study - collate & update information per term

Create various lists required by Heads of Departments

September and October returns

Locker allocations & numbers at beginning of school term

Provide mailing labels when requested for groups

Assist parents with access to VSWare, Easy Payments & School App

Photocopying for teachers (e.g. exams etc.)

Assist with setup for Parent/Teacher meetings

Responsibility for post / photocopiers

Send out late cost reminder letters, Voluntary Contribution Forms and other similar correspondence School Policies

School Handbooks

Exam organisation

Prepare Programmes for various activities, eg Inductions, carol services, various invitations as required and maintenance of rsvp, etc.

Responsibility for the Admin mail account

Input of school data and information systems, School Calendar, School Website and School App

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: 60860Q
Apply To: Templeogue Road
Terenure
Terenure
County: Dublin
Postal District: Dublin 6W
Enquiries To: principal@olschool.ie

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