

ADVERT ID 229186

Secretary

Douglas Rochestown Educate Together National School

Carr's Hill Douglas Cork T12 A78N

<https://www.dretns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jan 16 2025 14:15:35
Application Closing Date: Thu Jan 30 2025
Commencement Date: Mon Feb 24 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 33
Current Enrolment: 520
Droichead school: Yes

POST DETAILS

Additional Information:

Douglas Rochestown Educate Together National School invites applications for the position of school secretary.

This part-time, permanent position of 29 hours 30 mins per week, is subject to sanction by the Department of Education, with secretaries recruited in line with the terms and set out in Circulars 36/2022, 0007/2024 and 0078/2024

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.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA, Child Protection Training and related online training.

This position is subject to a 6 month probationary period

The successful candidate will have experience in office management and administration and be fully available between the hours 8am and 2.30pm every Friday with the remaining 23 hours to be spread across the other 4 days.

The successful candidate will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

- General day to day school administration and office management duties including providing clerical and admin support to the principal and staff as required
- Competency in Finance/Bookkeeping duties including maintaining school financial records, management of online payments and use of Spreadsheets and the FSSU monthly reporting

template.

- Booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings, interviews etc.
- Dealing with parents, staff, pupils and visitors in person, by phone and/ or by email/ online in a courteous and professional manner.
- Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD in compliance with department and GDPR requirements.
- Organising, maintaining and updating school admission procedures, systems and records.
- Assisting the provider of the hot meal scheme with the co-ordination of same
- To be aware of and comply with school policies and procedure, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to the appropriate person
- Other duties as allocated by the school Principals or Deputy Principals.

Note: Knowledge of school software systems i.e. Aladdin Connect, Esinet, OLCS, POD is desirable but not essential as training will be provided.

The ideal candidate will demonstrate the following competencies:

- o Secretarial/Clerical experience in a busy office environment and/or secretarial experience working in a child-centred environment.
- o Familiarity with online school databases (e.g., Aladdin, POD & OLCS systems).
- o Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.
- o Excellent interpersonal skills, including oral and written communication skills.
- o Competency in maintaining financial accounts, online payment systems, procurement, and monthly financial reports.
- o A high level of proficiency in ICT and knowledge of GDPR & Data Protection requirements.
- o Ability to assist the Principal with daily administration tasks, meeting requirements, and scheduling events.
- o Flexibility to meet the varied demands of the role and show initiative when required.
- o Positive outlook and willingness to contribute to the overall development of the school.
- o Commitment to uphold the ethos of the school.

Apply to jobs@rochestownetns.ie
Email subject - School Secretary Position

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20413N
Apply To:	jobs@rochestownetns.ie
County:	Cork
Enquiries To:	jobs@rochestownetns.ie
Website:	https://www.dretns.ie

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