

ADVERT ID 229281

Secretary

St Finians NS

Newcastle-Lyons Newcastle D22A388
<https://www.stfiniansprimarieschool.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jan 21 2025 15:42:43
Application Closing Date: Wed Feb 5 2025
Commencement Date: Mon Feb 24 2025
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: 38
Current Enrolment: 667
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 is a part-time post of 25 hours per week.
The ideal candidate should have:

- Secretarial experience in a busy office environment and/or secretarial experience working in a child-centered environment and be able to work as part of a team. Candidate will be joining an office with a full time secretary.
- Familiarity with online school databases (e.g., Aladdin, POD & OLCS systems).
- Excellent administrative and organizational skills, ensuring good record-keeping and adherence to school procedures and policies.
- Excellent interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including wages, online payment systems, procurement, and monthly financial reports.
- A high level of proficiency in ICT and the use of Google Drive and other online applications.
- Office administration skills including photocopying, laminating, binding, etc.
- Knowledge of GDPR & Data Protection requirements.
- Ability to assist the Principal with daily administration tasks, meeting requirements, and scheduling events.
- Experience in the maintenance of office equipment and supplies and liaising with service providers, suppliers, school users, and visitors.
- Confidentiality and professionalism are absolutely essential.
- Manage the school office in a welcoming and professional manner.
- Point of contact for all visitors and enquiries.

- Management of payments/financial accounts/invoices and payroll.

The above job description is not exhaustive.

Shortlisting will apply, and those shortlisted will be called for an interview.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection. The position is subject to a 6 month probation period.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16461C

Apply To: Please put Secretary application in the subject line
jobs@stfiniansprimaryschool.ie

County: Dublin

Postal District: County Dublin

Enquiries To: jobs@stfiniansprimaryschool.ie

Website: <https://www.stfiniansprimaryschool.ie>

Further Information: <https://www.stfiniansprimaryschool.ie>

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