ADVERT ID 229461

Secretary

Presentation PS

Warrenmount - Presentation Primary School Blackpitts Dublin 8 D08 XR62
https://www.warrenmountprimary.com

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Jan 30 2025 14:36:48
Application Closing Date:	Fri Feb 14 2025
Commencement Date:	Mon Mar 3 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 1
Total No. of Teaching Staff:	23
Current Enrolment:	210
Droichead school:	Yes

POST DETAILS

Additional Information:

Presentation Primary Warrenmount is seeking a secretary for 30 hours per week. The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional and discrete manner.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-
* Dealing with parents, staff, pupils and visitors in person, by phone and/or by email in a courteous and professional manner
* Managing correspondence with professionalism and confidentiality
* Organising, maintaining and updating school databases and filing systems to include OLCS, and POD
* Maintaining school and office supplies
* Filing and maintaining all documentation
* Maintaining records of staff leave
* Liaising with representatives of service providers, suppliers, school users and visitors
* Booking buses and making necessary arrangements for school trips, school interviews, meetings etc.
* Operating all office machines (photocopier, laminator etc)
* Working in close co-operation with the principal and staff
* Carrying out other duties assigned by the principal and related to the post of school secretary
* Co-ordinating internal communications (post, telephone messages, email etc)
* To be aware of, and comply with, school policies and procedures, particularly in relation to child

safeguarding, health and safety, confidentiality, data protection and report any concerns to an appropriate person
* Collating billing information to include returns to the Department of Education and liaising with the treasurer and school accountant as required

Skills/ Knowledge Required:

* Excellent interpersonal and organisational skills
* Excellent communication skills (both verbal and written)
* Excellent typing/IT skills
* Excellent attention to detail
* The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
* Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job
* 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. Induction training will be facilitated.

Salary is as per Department of Education circular 0046/2023
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APPLICATION REQUIREMENTS

- Letter of Application

- Referees (name, role, contact no.)

- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	13611D
Apply To:	principal@warrenmountprimary.com
	Warrenmount - Presentation Primary School Blackpitts Dublin 8 D08 XR62
County:	Dublin
Postal District:	Dublin 8
Enquiries To:	principal@warrenmountprimary.com
Website:	https://www.warrenmountprimary.com