

ADVERT ID 229509

Secretary

Mount Anville Primary School

Lower Kilmacud Road, Stillorgan, Stillorgan Blackrock Dublin A94 E2N7
<https://www.mountanvilleprimaryschool.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Feb 4 2025 14:23:17
Application Closing Date: Fri Feb 28 2025
Commencement Date: Mon Apr 28 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Girls
School Patronage: Catholic
Total No. of Teaching Staff: 24
Current Enrolment: 440
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Mount Anville Primary School invites applications for the position of school secretary. This is a full-time, permanent position working 37 hours per week. Applications should be made to the Chairperson of the Board of Management by email only to apply@mountanvilleprimaryschool.com

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary. The Department of Education and Skills (DES) may consider work experience completed in other relevant sectors.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a 6-month probationary period. Induction training will be facilitated.

The school secretary is an integral part of the school community, working closely with the school Principal and Deputy Principal. He/She will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is desirable but not essential.

The successful candidate will have/demonstrate:

- Excellent interpersonal and communication skills, both oral and written.
- Strong organisational skills and excellent attention to detail.
- Reliability, trustworthiness and strict adherence to confidentiality
- Knowledge of GDPR & Data Protection requirements
- Flexibility and adaptability to the needs of the school

- Commitment to uphold the Sacred Heart ethos of Mount Anville Primary School

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following: Online Claims System (OLCS), Pupil Online Database (POD), Aladdin, School Accounting, FSSU accounting templates, Google Workspace and Microsoft Office.

Key Duties & Responsibilities:

Responsibilities include but are not limited to:

- Working in close co-operation with the Principal, Deputy Principal and school staff
- Carrying out other duties assigned by the Principal and related to the post of school secretary
- Being the first point of contact for all visitors to the school and dealing with parents, pupils, visitors, etc., in a welcoming manner
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- General secretarial and administrative duties consistent with the role of school secretary
- Liaising with representatives of service providers, suppliers and school users and visitors
- Managing school correspondence with professionalism and confidentiality
- Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS, POD, Revenue and payroll systems
- Maintaining records of school finances including cash collections, bank payments and entering and reconciling payments on school accounting system
- Maintenance and filing of all invoices and documentation
- Maintenance of records of staff leave and supporting substitute cover process
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer and intercom)
- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- Liaising with BOM Chairperson, Treasurer & representatives of our Parents' Council
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Attendance at meetings and events as required.
- Willingness to upskill where necessary

A minimum of two referees, one character and one workplace referee are required and will only be contacted at the final stage of recruitment.

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: 17979A
Apply To: apply@mountanvilleprimaryschool.com
Lower Kilmacud Road, Stillorgan,
Stillorgan
Blackrock
Dublin
A94 E2N7
County: Dublin
Postal District: County Dublin
Enquiries To: apply@mountanvilleprimaryschool.com
Website: <https://www.mountanvilleprimaryschool.com>

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