

ADVERT ID 185862

Secretary

St Peters NS

Dromiskin Dundalk A91 E398
<https://www.dromiskinns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue Jan 31 2023 09:32:30
Application Closing Date: Tue Feb 14 2023
Commencement Date: Mon Feb 27 2023
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 19
Current Enrolment: 243
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: The Board of Management of St Peter's N.S. Dromiskin invites applications for the position of school secretary to work in a very busy and dynamic pupil-centred school. This vibrant school environment involves working with pupils, adults, outside agencies and the whole school community.

The successful candidate will be required to manage the school office in a welcoming, professional manner and will demonstrate:

- Strong interpersonal and communication skills (both written and oral)
- Excellent command of written and spoken English
- Excellent administrative and organisational skills
- Proven ability to initiate, plan and work on own initiative and show flexibility consistent with the nature of the job
- Proven ability to work in a team environment
- Proficiency in Microsoft Office (Word, Excel) and other IT Skills
- Aptitude to become proficient in the school software systems
- Experience of basic financial systems to enable maintenance of school finance records, payroll and revenue returns.
- Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR regulations
- Experience of working in a demanding, busy work environment
- Open to learning new skills and taking on new challenges

Knowledge of school software systems including Aladdin Connect, Esinet, OLCS and POD are

desirable but not essential as training will be provided.

This position will be full-time 5 days per week, from 9am till 2.40pm. Salary can be discussed according to experience. Circular 36/2022 will determine the salary and the calculation of annual leave. This position is subject to a 6 month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake child safeguarding training.

Canvassing will disqualify.

Please indicate 'Secretary Job Position' in your email.

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:	16760M
Apply To:	principal@dromiskinns.ie
County:	Louth
Enquiries To:	principal@dromiskinns.ie
Website:	https://www.dromiskinns.ie
Further Information:	https://www.dromiskinns.ie

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