

ADVERT ID 210360

Secretary

Glebe NS

Church Hill Wicklow Town Wicklow Wicklow A67X782
<https://www.glebenswicklow.com>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Apr 11 2024 15:33:21
Application Closing Date: Fri Apr 26 2024
Commencement Date: Tue Jun 4 2024
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 12
Current Enrolment: 212
Droichead school: No

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: Glebe NS is seeking a full-time secretary. Applications are welcomed from experienced secretaries/administrators who are confidential, flexible, calm and open-minded. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, efficient and discrete manner. The suitable candidate will be required to work throughout the summer period if needed.

Responsibilities include but are not limited to :

Managing school correspondence (post, telephone messages, email, etc), including liaising with parents, staff, pupils, service providers, school suppliers, PTA and visitors.
 Booking buses, venues, courses, etc, and making necessary arrangements for school trips, meetings, interviews, events, etc.

Organising , maintaining and updating school documentation, databases and filing systems including Aladdin, OLCS, POD, Medmark and Tusla attendance returns.

Managing school financial records including FSSU financial returns to the Dept. of Education, Payroll, and Revenue returns and liaising with the treasurer and school accountant as required.

Creating and distributing school communication internally and externally.

Creating various rotas, staff timetabling, school calendars, etc.

Maintaining school and office supplies and operating all office machines - photocopier/laminator, etc.

Maintaining and updating the school website.

To be aware of and comply with school policies and procedures, particularly regarding child safeguarding, health and safety, confidentiality, and data protection and report any concerns to an appropriate person.

Managing school correspondence with professionalism and confidentially.
The ability to assist the Principal and Deputy Principal with daily administration tasks.
Coordinate and manage the school admissions process.

The ideal candidate will demonstrate the following competencies:

Excellent interpersonal and communication skills(both verbal and written).
Excellent organisational skills and attention to detail.
Excellent IT skills.
Experience in working in a busy office environment.
Willingness to upskill where necessary.
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.
Ability to work independently and as part of a team and to show flexibility consistent with the nature of the job.
Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school.
Flexibility in the varied demands of the job.
Relate well to children.

The above job description is not exhaustive

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 14398L

Apply To: The Chairperson,
Glebe NS
Church Hill
Wicklow town
A67X782

Please mark the outside of the envelope with Application.

County: Wicklow

Enquiries To: glebewicklow@gmail.com

Website: <https://www.glebenswicklow.com>

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