

The Board of Management of St. Dymphna's school wish to appoint a suitable candidate to the position of school secretary (part-time). The working hours will be five hours a day from Monday to Friday.

The key responsibilities of this role are as follows:

Organisation: Act as the first point of contact for all visitors to the school and respond to their enquiries.

Managing school communications: phone, email, newsletters, school website, PA, epayments, postage etc.

Updating, file management and organisation of school records in compliance with GDPR, Aladdin, POD (Pupil Online Database) OLCS payment system, payroll system and school accounts

General school administration and office management. Advertising / arranging interviews for any vacant posts that may arise

Procurement of resources and liaising with service providers, suppliers etc

Assisting the principal and BOM with the preparation and presentation of school documents and reports.

Assisting with the organising of school events and activities

Collection and counting of monies for various events & activities

Assisting in the practicalities of the school enrolment process and transfer to other schools

COMPETENCIES

Discretion and the ability to maintain strict confidentiality and GDPR awareness

Strong interpersonal and communication abilities

IT skills desirable for update of website, Proficiency in Word Processing, Excel, IT skills and willingness to upskill as needed

Ability to use own initiative, to work independently and as part of a team

Excellent planning and organisational skills

Ability to work closely with Principal, Board and staff

Ability to be flexible in the varied demands of the job

Ability to relate well to children and parents

Ability to uphold the ethos of the school

A minimum leaving cert standard of education or equivalent.

A minimum of 3 years experience in office / secretarial work or related environment

The position is subject to current Garda Vetting requirements and a probationary period

Only shortlisted candidates for interview will be contacted.

Please send Curriculum Vitae, with contact details for referees, principal@stdymphnas.ie 'Secretary Application' in subject line on or before 3:00 pm on 25th April, 2022.