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Secretary

Secretary required for our busy, vibrant inner city primary school. This is a key role within the school running the school office whilst liaising with parents, visitors and staff. Position is for 30 hours per week (8.30am-2.30pm) at €15 per hour.

Skills & competencies

* Strong interpersonal skills
* Ability to relate well to children
* Excellent communication (written and verbal) skills
* Discretion and the ability to maintain strict confidentiality
* Ability to work independently and on own initiative
* Ability to multitask and work in a busy environment
* Excellent attention to detail
* Excellent planning and organisational skills
* Flexibility in approach to the various demands of the position
* Proficiency in the use of MS office and in office-related IT skills such as data management, financial records, spreadsheets, word processing and file management
* Willingness to up skill whilst in the position
* Experience working in a busy office environment essential

Duties

The secretary is responsible for running the school office, duties include

* Management of school communications; phones, emails, databases
* Working closely with the School Principal
* Providing administrative support to the School Principal/Deputy
* Liaising with HSCL/Parents Association
* Managing school accounts
* Management of e-payments/payments/invoices/payroll
* Liaising with school accountant regarding income & expenditure
* Procurement of resources and liaising with service providers
* Communicating messages between parents and staff
* Key point of contact for all visitors to the school
* Administration of enrolment process under the direction of the Principal
* Assisting with preparation of school documents
* Assisting with the organising of school events and activities
* Collection and counting of monies for various events & activities

Garda vetting will be required upon appointment

Inquiries to 089 4753159.

Application by email only. To apply please send a CV with mobile numbers of referees included.

Closing date for applications Friday 1st April at 5pm.