

ADVERT ID 224924

## Secretary

### Mary Mother of Hope SNS

Littlepace Dublin 15 D15 PH93  
<https://www.hopens.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon Sep 16 2024 12:04:05  
**Application Closing Date:** Mon Sep 30 2024  
**Commencement Date:** Mon Nov 4 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Senior School  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 26  
**Current Enrolment:** 428  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Mary Mother of Hope Senior National School is seeking a secretary on a full-time, permanent basis.

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry-level for this role is on the first point of the scale, unless the candidate has previous work experience as a School Secretary.

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 probationary period. Handover and induction training will be facilitated.

The School Secretary is an integral part of the school community, working closely with the school principal, and will manage the school office in a welcoming, professional, and discreet manner. This position requires experience in office management and administration and experience within an educational setting is preferable.

The successful candidate will have:

- Excellent interpersonal and communication skills (both oral and written)
- Administrative and secretarial skills
- Proficiency in ICT including word processing, spreadsheets, email etc.
- Knowledge of GDPR & Data Protection requirements
- Excellent organisational skills, ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- The ability to work on own initiative and as part of a team
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexibility and adaptability to the needs of the school

- Knowledge in operating and maintaining a school online banking and payment system.
- A commitment to uphold the ethos of Mary Mother of Hope Senior National School.

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following; Aladdin, POD, OLCS, School Accounting, FSSU accounting templates, , Microsoft Office, TUSLA returns and other school applications.

#### 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, 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
- Liaison with representatives of service providers, suppliers, school users and visitors
- Managing school correspondence with professionalism and confidentiality
- Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- Maintaining records of school finances including bank payments and entering & reconciling all payments on 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 etc)
- 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.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Attend meetings and events as required.

#### 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:** 20137P  
**Apply To:** The Chairperson,  
 Mary Mother of Hope SNS  
 Littlepace  
 Dublin 15  
 D15 PH93  
**County:** Dublin  
**Postal District:** Dublin 15  
**Enquiries To:** [mmohrecruitment@gmail.com](mailto:mmohrecruitment@gmail.com)  
**Website:** <https://www.hopens.ie>