

Job Description

The secretary will be responsible for supporting all aspects of the administrative work associated with the school. Such duties as are appropriate to the position as may be assigned from time to time by the school are and will include:

Checking and examining documents. Checking/analysing accounts, application forms, insurance forms and claims, statutory paperwork/correspondence, etc. for accuracy and consistency and to ensure conformity to regulations, contract terms and conditions.

Drafting, correspondence, etc. Checking/analysing fairly straightforward documents, accounts, application forms, insurance forms and claims, etc. for accuracy and consistency and to ensure conformity to regulations, contract terms and conditions.

Accounts. Including operation of OLCS, compilation of salary/wages, wage slips etc, payment of wages and salaries, preparing returns of VAT and PAYE/PRSI to Revenue, cash handling, recording/banking funds received and electronic banking.

Dealing with Parents, General Public: main office engagements and telephone and email contact with members of the public.

Abstracting information. Abstracting and summarising information in accordance with straightforward and well established procedures, e.g. the preparation of estimates of cost and returns.

Department of Education. Completing all necessary records on the PPOD system and synchronising with school IT systems as appropriate.

State Examinations Commission. Maintaining accurate records of all works associated with the State examinations and ensuring all claims are completed in accordance with State Examinations Commission directives.

Typing. Typing as required.

General. Opening and distributing post, emails, maintaining stocks of office stationary. Taking and passing on phone messages to management and staff.

Office Machines. Operating, monitoring the maintenance of office machines, including computers, calculators, copying machines, etc...

Other clerical duties. Recording and filing and maintaining inventory of school property.

These duties are to be performed in accordance with duly conveyed instructions. Other duties of similar quality are not excluded.

This list is not exhaustive.