

## **Secretarial Position and Job description**

Applications are invited for the position of Secretary/administrator at **St Angela's College, St Patrick's Hill, Cork City. T23FXY8**

Permanent position, **30 hours per week ( Over 5 days).**

Demonstrable experience of working in a school and/or similar environment is essential. A minimum of **3 years'** experience is required. The role offers candidates an opportunity to work in an engaging office environment. The successful applicant **MUST** be able to work on their own initiative.

### **Role includes: (This list is not exhaustive)**

1. Managing the telephone, fax and e-mail both incoming and outgoing
2. Managing the school administration and filing systems
3. Assisting the Principal with the preparation of various school documents
4. Assisting with the organising of school events and activities.
5. Photocopying, laminating & binding for Teachers and Principal.
6. Use of the PA system to give messages and make announcements.
7. Assisting with collation of invoices, statements, delivery notes in preparation for payment
8. Ordering new stationery and matching of order to receipt of goods and invoice
9. Provide information concerning school policies, procedures, actions, activities, and schedules as appropriate; and maintain the school calendar.
10. Compose routine correspondence independently; prepare, type, and distribute communications as requested and open and distribute mail accordingly
11. Register, release or transfer student records; complete enrolment information
12. Perform other duties as assigned

### **Knowledge of:**

- \* Modern office practices, procedures, and ICT
- \* Record keeping techniques
- \* Correct English usage, grammar, spelling, and punctuation and vocabulary
- \* Oral and written communication skills

### **The successful candidate will:**

- \* Work confidentially with discretion
- \* Perform public relations and communication services for the Administration
- \* Compose correspondence independently
- \* Maintain good public relations with students, parents, staff, and the public
- \* Perform a wide variety of clerical and secretarial duties to coordinate school office activities
- \* Meet schedules and timelines
- \* Display excellent interpersonal skills

**Full job specification and details are available on our school website at <https://stangelacollege.ie/recruitment/> or from the School Office at 021-4500059.**

Garda Vetting will apply; canvassing will disqualify; shortlisting may apply.

Please send Curriculum Vitae by email, together with 2 written references, to the Principal at [staffrecruitment@stangelacollege.ie](mailto:staffrecruitment@stangelacollege.ie) or by post to the above address on or before

**8th February, 2019.**

**St Angela's College** is an equal opportunities employer.