



June 2019

Role Description: School Secretary

This position is a 1 year fixed term contract. It is envisaged that the duties would be reviewed initially on a monthly basis. There will be a probation period of three months.

The employing body will be the Board of Management of Wicklow Educate Together Secondary School. The position will be part-time for the month of July and the successful candidate may work from home. Proposed hours are initially 6 hours per week for the month of July but these times may be adjusted to facilitate the successful candidate. The position will be full-time from August 2019 to June 2020.

This new appointment will be a key staff member the school.

The school is an Educate Together school and is equality based, pupil centered, democratically managed and co-educational. The school operates an open, inclusive environment and all members of the school community are expected to uphold the ethos of this school. For more details on our ethos please see the Educate Together website www.educatetogether.ie. For details of our Blueprint for Second-level Schools, "Taking the Next Step" see: <https://www.educatetogether.ie/sites/default/files/blueprint-final.pdf>

The Duties of the Secretary Shall Include:

- Working in close co-operation with the Principal, Deputy Principal and teaching staff.
- Managing the telephone and e-mail
- Collecting, opening, sorting and distributing post
- Preparing items for the post and posting them (includes purchasing stamps at the post office)
- Managing the school filing system and database
- Managing school admissions under direction from the admissions officer
- Maintaining stocks of office stationery
- Drafting letters, agendas memos, minutes etc. as required
- Preparing orders, requisitions, forms etc for signature
- Purchasing cleaning materials and teacher supplies
- Dealing with queries from parents, teachers and visitors to the school. Referring queries to principal as necessary.
- Updating staff noticeboard and Parent Noticeboards/Website/Social Media Platforms under direction from the principal and Chairperson of the Board of Management.
- Recording, filing and maintaining inventory of school property and ongoing updating of the filing in conjunction with post holders
- Assisting and partaking in the organising of school events and activities.
- Keeping records of staff attendance
- Keeping records of invoices/purchases to be made available to the Treasurer of the Board of Management

Key Skills, abilities and characteristics:

- Child friendly
- Ethical person with commitment to the Educate Together Ethos
- Highly developed interpersonal skills

- Highly organised
- Adaptable
- Demonstrated proficiency with IT and school and office computer software
- GDPR aware
- Committed to supporting the principal and BOM.
- Understanding that confidentiality is key for this role

The secretary will be expected to use his/her initiative and to attend to all matters relating to the position of secretary, both foreseen and unforeseen.