



### **Schedule of Duties & Tasks – School Administrator.**

**Person Profile:** You are an energetic and optimistic multi-tasker who enjoys working in a busy front-of house roll. You enjoy being around young people and working as part of a team.

#### **Key skills and competencies:**

- A minimum of 3 years' experience in office/secretarial work or related environment. School secretarial experience is an advantage.
- Strong organisational and financial skills.
- Proven ability to collaborate with colleagues.
- Proven ability to initiate, plan and work on own initiative.
- Proven ability to work in a team environment with staff.
- Excellent communication, interpersonal skills, and ICT skills.
- Willingness to engage in appropriate training.
- Understanding of the importance of confidentiality.
- Commitment to the Educate Together ethos and to building positive relationships.

#### **Key Responsibilities:**

##### **Reception Duties include:**

- Greeting/managing all visitors/ queries to the school.
- Frontline phone answering. Secretary will redirect calls or not, as appropriate, to principal/ staff.

##### **Secretarial Duties include:**

- Acting as secretary to the principal.
- Managing principal's diary.
- Opening and distributing post.
- Drafting letters, memos and minutes.
- Preparing room for Board meetings, Interviews ( incl kettle, cups, tea etc.).
- Managing and updating all school databases and online records - including Vsware, P.Pod, Athena, Librosoft, Unique school app and school website.
- Creating process signs/notices for around the school using the school logo and branding.
- Photocopying as well as managing maintenance of photocopier (filling with paper, releasing paper jams, emptying toner container etc.)
- Arranging service of the photocopying machines.
- Maintaining a tidy, organised office/admin area.

- Setting up and using the parent and other group emails and texts (amend phone numbers as necessary).

**Administration and finance duties include:**

- Maintaining school accounts to a high level.
- Liaising with school accountant to ensure accounts are audited and forwarded to FSSU each year.
- Being a member of the Board's Financial Sub-Committee (FSC), preparing and presenting financial reports and accounts to same committee.
- Preparing cheque requisitions, invoices, cheques, compliment slips and labeled envelopes, ready for the 2 signatories.
- Managing online banking for the school.
- Coordinating and managing online payments.
- Placing orders for standard supplies - domestic, cleaning/sanitary supplies, stationery and teaching/learning.
- Ordering buses, coaches for tours.
- Assisting with organisation of parent/student teacher meetings.
- Assisting with admin and organisation of interviews.
- Managing Payroll and set up of staff for school and DE payroll
- Attending to deliveries – cross checking contents with delivery sheet, reporting errors/clarifying original order with company.
- Purchasing provisions for guest lunches, tea/biscuits for visitors etc.
- Accounting work and cash handling.
- Updating excel sheets re: spending of grants and book bill income.
- Assisting with completion, downloading, and printing of Junior Cycle Profiles of Achievement (JCPA).
- Recording, file and maintain an inventory of school resources in conjunction with teachers.

**Enrolment/Admissions duties include:**

- Being familiar with the school's *Admissions Policy*.
- Answering queries with regards to Admissions.
- Preparing all paperwork needed for admissions.
- Updating and distributing application forms.
- Taking charge of copying birth certs, education passports, psychological reports for new students.
- Processing of applications according to Admissions Policy.
- Prepare letters/emails informing the parents of the outcome and following up with enrolment documentation and setting up of students on school systems.
- Managing the Transfer applications and waiting lists

**Other Tasks Include:**

- Working in close co-operation with Board of Management, Principal and Deputy Principal and performing work requested by them.
- Assisting with recruitment paperwork and interviews.
- Entering new substitute details (teachers and SNAs) and weekly entry of leave and claims of teachers and SNAs on DES On-Line Claims System (OLCS)
- Using VSware School management system. Processing attendance data received electronically from teachers and assist in the preparation of this for DE.
- Other duties assigned by the principal or their nominated agent and related to the post of School Administrator.