



School Administration Personnel Training 2018 for Voluntary Secondary Schools

Supporting School Management



Overview

Following the training days run by the JMB & the FSSU last year for School Administration Personnel, further training will take place in June 2018. Each event includes a choice of workshops and an opportunity to engage in open discussion on topics of mutual interest to the participants.

Locations and dates

Each event will run from **10.00am to 12.45pm** and will be followed by a hot lunch.

Location	Venue	Date
Cork	Charleville Park Hotel	Thursday 7th June 2018
Dublin	Clayton Hotel, Liffey Valley (Formerly Clarion Hotel)	Tuesday 12th June 2018

Agenda

- 09.30am Registration
- 10.00am Welcome Address
- 10.05am Schools Procurement Unit
- 10.15am Workshops – please see options below
- 11.15am Tea/Coffee
- 11.45am Workshops – please see options below
- 12.45pm Lunch

Who should attend?

These events are being held for school secretaries, accounts personnel, bursars, school receptionists and any other persons working in the area of school administration in Voluntary Secondary schools.

Workshops

The following workshops will be presented at 10.15am session and again at 11.45am.

1

Data Protection in your daily routine

The workshop will take a practical approach as to start creating awareness of data protection in your daily routine by getting a clear picture of all the types of personal data that the school holds and all the locations where it is stored in order to ensure compliance with the new General Data Protection Regulation.

2

PAYE Modernisation

The Revenue Commissioners will present a workshop on the upcoming PAYE Modernisation and how it will impact on employers and employees.

3

Sage 50

This workshop will focus on the monthly Board of Management reporting and on frequently asked questions.

CLICK HERE TO REGISTER

(Register before Thursday 1st June)

(This event is free of charge) You will be required to select your workshop choice when registering