

ADVERT ID 80136 \*

## Secretary

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### Good Shepherd N.S.

FAO: William McAuliffe Address: Good Shepherd National School , Whitehall Road, Churchtown, Dublin14  
<https://www.goodshepherd.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Feb 13 2017 15:22:19  
**Application Closing Date:** Tue Feb 28 2017  
**Commencement Date:** Tue May 2 2017  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total number of staff:** 26  
**Current Enrolment:** 194

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#### POST DETAILS

**Additional Information:** Vacancy for School Secretary  
 The person appointed to this position will report directly to the Principal. S/he will provide a wide range of professional support to the Principal as well as managing all aspects of the administrative process at the Good Shepherd National School. The successful candidate will have previous experience, excellent communication and proven interpersonal skills. Strong administrative and IT skills are also essential. Fluent spoken and written English is a necessity, as is the ability to initiate, plan and work on one's own initiative to complement a progressive team of professionals.

##### Scope of Duties

1. Telephone and email queries related to the school, staff and pupils
2. Visitor liaison
3. Pupil applications processing and filing
4. Attendance processing and filing
5. Mail processing and filing
6. Sourcing and procurement activities e.g. bookings, rentals, grants
7. Processing school lunches and generating monthly reports regarding same
8. Stationery supplies
9. Statistical and general reporting (incl. HSE, Tusla, sick leave)
10. School newsletter and general correspondence
11. School transport coordination
12. Petty cash
13. Working knowledge of payroll and the tax year an advantage
14. Additional administrative duties may arise at times during the year

This post is part-time - minimum 20 hours per week.

Good Shepherd National School is an equal opportunity employer.

## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Roll Number:** 19939v  
**Apply To:** FAO: William McAuliffe  
Address: Good Shepherd National School ,  
Whitehall Road,  
Churchtown,  
Dublin14  
**County:** Dublin  
**Email Address:** [gsnsjobapplication@gmail.com](mailto:gsnsjobapplication@gmail.com)  
**Phone:**  
**Website:** <https://www.goodshepherd.ie>

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