

ADVERT ID 113140

## Secretary

### Central Remedial Clinic School

Vernon Avenue Vernon Avenue Clontarf Clontarf D03 K298  
<https://www.crcschool.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Oct 31 2018 16:22:21  
**Application Closing Date:** Wed Nov 14 2018  
**Commencement Date:** Mon Nov 19 2018  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Special School  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Other  
**Total No. of Teaching Staff:** 18  
**Current Enrolment:** 86  
**Droichead school:** Yes

#### POST DETAILS

**Panel of Applicants:** An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

**Additional Information:** The CRC School is a special school under the patronage of the Central Remedial Clinic and caters for students aged 3-18 years who have a physical disability as their primary disability and may have a secondary disability including intellectual, hearing, visual.  
 School Office Administrator

Permanent contract – full time 37 hours per week for a full calendar year. The salary scale for the above post is €27,293 - €44,771 in line with the DES Circular 0054/2018. This role will be based in CRC School, Clontarf.

The School Office Administrator will report to the Principal. The successful candidate will undertake duties as directed to support the administration of the school office.

The successful applicant will have the following essential criteria:

- Secretarial qualification in typing, IT, business administration or similar, QQI Level 5 or
- Five years' experience in a school administration setting is essential
- Excellent typing, general administrative and organisational skills
- IT skills to include email, Microsoft word, excel, powerpoint and access
- Flexible attitude and approach to work
- Knowledge of the demands of working in a school environment
- Excellent written and verbal communications skills

Desirable criteria:

- Three years relevant experience

- Experience in a school environment or working with people with disabilities

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria as short-listing will apply.

Please submit a letter of application with full CV to include the names of three referees by post to Chairperson of the Board of Management, C/o Mary Collins, CRC School, Clontarf, Dublin 3 or by email to [mbcollins@crc.ie](mailto:mbcollins@crc.ie) .

Applications must be received by 5.00 pm on Wednesday, 7th of November, 2018. (Please ignore closing date above)

Interviews will be held the week of 12th November, 2018.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 18317F  
**Apply To:** CRC SChool  
Vernon Avenue  
Clontarf  
**County:** Dublin  
**Postal District:** Dublin 3  
**Enquiries To:** [mbcollins@crc.ie](mailto:mbcollins@crc.ie)  
01 8542230  
**Website:** <https://www.crcschool.ie>

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