

ADVERT ID 121276

## Secretary

### Lucan Educate Together NS

Bewley Way Willsbrook Lucan N/A  
<https://www.letns.org>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Jun 20 2019  
**Application Closing Date:** Thu Jul 4 2019  
**Commencement Date:** Mon Aug 19 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Educate Together  
**Total No. of Teaching Staff:** 25  
**Current Enrolment:** 404  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

We are a thriving school seeking a part-time secretary to work in a busy school office in addition to our current school-secretary. Hours are 15 hours weekly to be scheduled over either 2 full days per week or 1 full day and 2 half days per week – final arrangement will be agreed with the successful candidate on the basis of meeting school needs as determined by the School Principal. Flexibility may be required at other times to support school events/activities. The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the School Principal in managing the wide variety of administrative tasks associated with running a vibrant school. Duties of the post are wide and varied but it is envisaged that a range of specific duties will be assigned to the successful applicant. It is important that applicants are familiar with the Educate Together ethos, and the opportunities and challenges this presents in this role.

##### Personal Qualities

- The successful candidate will be committed and will demonstrate the following personal qualities:
- Excellent interpersonal skills and ability to deal with a diverse school community.
- Ability to work on own initiative but also to work as part of a diverse team incorporating Secretary, Principal, Teaching staff, SNAs and ancillary staff
- Ability to manage multiple tasks and competing priorities, to work under pressure and achieve deadlines
- Reliable & trustworthy and aware of the need to maintain confidentiality in all aspects of the work
- Flexible and able to adapt easily to the needs of the school
- Open to learning new skills and taking on new challenges
- Proactive in identifying opportunities to improve systems and procedures to ensure the smooth running of the school office

- Positive outlook and willing to contribute to the overall development of the school environment

#### Skills & Experience

- **Essential Skills:** Administrative skills & general office experience in a school setting; proficiency in Microsoft applications, to include Word, Excel and Outlook & excellent typing skills; experience operating in a busy reception/front office environment; excellent interpersonal skills, including oral and written communication skills; excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies
- **Desirable:** Knowledge of GDPR & Data Protection requirements; Familiarity with school systems i.e. Aladdin, POD and OLCS systems and with the management of school finances and on-line payment systems e.g. SAGE accounting systems

It may not be possible to acknowledge all applications and only those shortlisted for interview may be contacted. It is proposed to hold Interviews in early July shortly after the closing date.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20066S  
**Apply To:** Mark envelope: Secretary Post  
 Address to:  
 The Chairperson  
 Board of Management  
 Lucan Educate Together N.S.  
 Bewley Way  
 Willsbrook  
 Lucan

**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [bom@letns.org](mailto:bom@letns.org)  
 01 6281298  
**Website:** <https://www.letns.org>

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