

ADVERT ID 159648

## Secretary

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### North Dublin NS Project

Ballymun Road Glasnevin N/A  
<https://www.ndnsp.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Sep 2 2021 15:15:03  
**Application Closing Date:** Fri Sep 17 2021  
**Commencement Date:** Tue Oct 26 2021  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Multi Denominational  
**Total No. of Teaching Staff:** 14  
**Current Enrolment:** 228

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#### POST DETAILS

##### Additional Information:

The BOM of the North Dublin NS Project wishes to appoint a school secretary, commencing on the 26th October 2021. As the first point of contact with the school for many, the successful candidate must have the ability to maintain confidentiality and professionalism.

Administrative duties will include:

- Dealing with school correspondence
- Maintenance of Aladdin, POD and OLCS
- Ongoing management of school financial records
- Office administration skills including photocopying, laminating, binding etc
- Maintenance of office equipment and supplies and liaising successfully with representatives of service providers, suppliers, school users and visitors
- Preparation for various school events
- Administration of enrolment processes
- Other administrative tasks as needed

Skills Required:

Excellent organisational skills  
Proficiency in ICT  
Excellent communication skills  
The willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.  
An ability to build relationships with adults and children alike  
Experience desirable

The appointment is subject to Garda Vetting and reference checks, and the successful candidate

will be required to undertake TUSLA Child Protection Training, Covid-19 online training and training in GDPR. The position is subject to a probation period.

Applications will be accepted by post, but email is preferred. Please email applications to [recruitment2021@ndnsp.ie](mailto:recruitment2021@ndnsp.ie)

#### 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

<b>Roll Number:</b>	19845M
<b>Apply To:</b>	Ruth Donald Ballymun Road Glasnevin N/A
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 9
<b>Enquiries To:</b>	<a href="mailto:ruthdonald@ndnsp.ie">ruthdonald@ndnsp.ie</a> 01 8371620
<b>Website:</b>	<a href="https://www.ndnsp.ie">https://www.ndnsp.ie</a>
<b>Further Information:</b>	<a href="https://www.ndnsp.ie">https://www.ndnsp.ie</a>

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