

ADVERT ID 164666

## Secretary

### St Declans Sp NS

35 Northumberland Rd Ballsbridge Dublin 4 Ballsbridge D04 FD21  
<https://www.stdeclans.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Jan 11 2022 14:50:07  
**Application Closing Date:** Tue Jan 25 2022  
**Commencement Date:** Mon Feb 7 2022  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Special School  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 6  
**Current Enrolment:** 36  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** A small special school in Dublin 4 is looking for a job-share Secretary. The successful candidate will have:  
 Excellent interpersonal, communication, organisational and administrative skills to support the management of the school and Principal.  
 Proficiency in Microsoft Applications including Word & Excel required.  
 A familiarity of working with on-line school databases (e.g. Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements preferred (training will be provided) and ability to ensure good record-keeping and adherence to school procedures & policies.  
 Confidentiality and professionalism with parents and staff is required at all times.  
 Ability to plan and work on own initiative along with the ability to work in a team environment, with Principal and other school staff and showing flexibility as needed.  
 Secretarial experience operating in a busy office environment and/or secretarial experience working in a child centred environment desirable.  
 The ability to assist the Principal with all daily administration tasks, meeting requests, scheduling events, and other administrative jobs as needed.  
 Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.

This is a temporary part-time job-share position over 3 days (Wednesday to Friday) during primary school term only (annual holidays to be taken when the school is closed). This position is subject to a 6 month probationary period and satisfactory Garda Vetting. References required.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 18569J  
**Apply To:** posts@stdeclans.ie  
**County:** Dublin  
**Postal District:** Dublin 4  
**Enquiries To:** [posts@stdeclans.ie](mailto:posts@stdeclans.ie)  
01 6678144  
**Website:** <https://www.stdeclans.ie>

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