

ADVERT ID 165066

## Secretary

---

### Our Lady of Mercy Convent School

Rosemount Terrace Booterstown Co Dublin Booterstown

---

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Wed Jan 26 2022
<b>Application Closing Date:</b>	Tue Feb 8 2022
<b>Commencement Date:</b>	Mon Feb 28 2022
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

---

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Girls
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	14
<b>Current Enrolment:</b>	256
<b>Droichead school:</b>	Yes

---

#### POST DETAILS

**Additional Information:**

The Board of Management of Our Lady of Mercy Convent School invite applications for the position of School Secretary.

Provisional hours are expected to be 08:20-3:30 Monday-Friday - the final arrangements 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 successful candidate will:

- Assist the Principal in performing a wide variety of clerical and secretarial duties with a flexibility in adapting to the needs of the school.
  - Enjoy working in a varied and busy environment with a focus on delivering an excellent service to staff, students, parents and prospective parents.
  - Be reliable, trustworthy, calm under pressure and uphold the ethos of the school.
  - Be discreet in dealing with confidential information, and have a personable, yet professional manner.
  - Be a confident and proficient user of MS Office including Word, Powerpoint & Excel, and have strong ICT literacy with an interest in and commitment to upskilling and engaging in and learning new technologies as they emerge.
- 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.
- Have excellent communication skills.

- Proactively identify opportunities to improve systems and procedures to ensure the smooth running of the school office.
- Experience operating in a busy reception/front office environment.
- Good organisational skills, ensuring good record keeping and adherence to school procedures and policies.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17970F  
**Apply To:** olomoffice1@gmail.com  
 Our Lady of Mercy Convent School,  
 Rosemount Terrace  
 Booterstown  
 Co Dublin  
 Booterstown  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [olomoffice1@gmail.com](mailto:olomoffice1@gmail.com)  
 01 2884223  
**Website:**  
**Further Information:** <https://ourladyofmercy.ie/>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.