

ADVERT ID 181139

## Secretary

### St. Kilian's S.N.S.

Kingswood D24 F797 Dublin D24 F797  
<https://www.st-kilians.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Sep 21 2022  
**Application Closing Date:** Fri Sep 30 2022  
**Commencement Date:** Mon Oct 10 2022  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Senior School  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 16  
**Current Enrolment:** 284  
**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:

This very important job requires interpersonal skills, tact, diplomacy, confidentiality, an ability to work as part of a busy school team and, very importantly, a sense of humour. We are a vibrant senior school, with children from Third to Sixth Class.

The role of the school secretary is to contribute to the smooth running of the school through the provision of high quality administration and a professional office service.

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management.

The new DES / FSSU pay scale may apply.

The successful candidate will be committed and will demonstrate the following personal qualities:

##### Skills & Experience:

##### Essential skills:

- Administrative skills & general office experience
- Good typing skills and proficiency in Microsoft applications (Word, Excel & Outlook)
- Excellent interpersonal skills, including oral and written communication skills
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.

##### Desirable:

- Knowledge of GDPR & Data Protection requirements
- Familiarity with school systems (e.g Aladdin, POD & OLCS systems) and with the management of school finances and on-line payment systems.
- School Website Management

The successful candidate will be required to undergo compulsory Garda Vetting and Child Safeguarding training.

Applications by email only please to [applicationsforposts@st-kilians.com](mailto:applicationsforposts@st-kilians.com)

Application deadline 12pm Friday 30th September, 2022.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19893A  
**Apply To:** Kingswood  
D24 F797  
Dublin  
D24 F797  
**County:** Dublin  
**Postal District:** Dublin 24  
**Enquiries To:** [applicationsforposts@ST-KILIANS.COM](mailto:applicationsforposts@ST-KILIANS.COM)  
014510100  
**Website:** <https://www.st-kilians.com>

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