

ADVERT ID 228307

## Secretary / Administrator

### Dominican College Sion Hill

Cross Ave Blackrock Blackrock Co Dublin Dublin A94 TP97

<https://www.sionhillcollege.ie>

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Post Primary
<b>Date Posted:</b>	Tue Dec 10 2024 12:46:51
<b>Application Closing Date:</b>	Mon Jan 6 2025
<b>Commencement Date:</b>	Mon Jan 20 2025
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1
<b>Number of hours per week:</b>	18.5

#### SCHOOL DETAILS

<b>School Type:</b>	Voluntary Secondary School
<b>School Structure:</b>	Girls
<b>Current Enrolment:</b>	514
<b>Droichead school:</b>	Yes

#### POST DETAILS

##### Additional Information:

Dominican College Sion Hill is seeking a part-time secretary/administrator for 18.5 hours per week, Monday to Friday. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional and discrete manner.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-

- Dealing with parents, staff, pupils and visitors in person, by phone and/or by email in a courteous and professional manner
  - Managing correspondence with professionalism and confidentiality
  - Organising, maintaining and updating school databases and filing systems to include VSWare, OLCS, and PPOD
  - Maintaining school and office supplies
  - Filing and maintaining all documentation
  - Liaising with representatives of service providers, suppliers, school users and visitors
  - Booking buses and making necessary arrangements for school trips, school interviews, meetings etc.
  - Operating all office machines (photocopier, laminator etc)
  - Working in close co-operation with the principal and staff
  - Carrying out other duties assigned by the principal and related to the post of school secretary
  - Co-ordinating internal communications (post, telephone messages, email etc)
  - To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to an appropriate person
  - Collating billing information to include returns to the Department of Education and liaising with the treasurer and school accountant as required
- Assisting with the school admissions process

**Skills/ Knowledge Required:**

Excellent interpersonal and organisational skills  
Excellent communication skills (both verbal and written)  
Excellent typing/IT skills  
Excellent attention to detail

The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations  
Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job  
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. Induction training will be facilitated.

Note that all newly recruited secretaries must be employed under the terms and conditions of Circular 0036/2020. The appointed candidate will commence at point 1 of the salary scale unless they have previous recognised experience as a School Secretary.

A Letter of Application, with an up to date CV should be forwarded to:  
The Secretary, Board of Management, Dominican College Sion Hill, Cross Avenue, Blackrock, Co. Dublin, A94 TP97.

Applications may also be emailed to [orla.condren@sionhillcollege.ie](mailto:orla.condren@sionhillcollege.ie)

Closing date for receipt of applications is Monday 6th January 2025 at 12 noon

**APPLICATION REQUIREMENTS**

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

Applications may be submitted by

- Email
- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60070K  
**Apply To:** Cross Ave Blackrock  
Blackrock  
Co Dublin  
Dublin  
A94 TP97  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [admin@sionhillcollege.ie](mailto:admin@sionhillcollege.ie)  
**Website:** <https://www.sionhillcollege.ie>

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