

ADVERT ID 228332

## Secretary / Administrator

### Harolds Cross Educate Together Second Level

Grosvenor Harold's Cross Dublin 6W

<https://www.hcetss.ie>

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Post Primary
<b>Date Posted:</b>	Wed Dec 11 2024 09:09:46
<b>Application Closing Date:</b>	Fri Jan 10 2025
<b>Commencement Date:</b>	Mon Jan 20 2025
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1
<b>Number of hours per week:</b>	25

#### SCHOOL DETAILS

<b>School Type:</b>	Voluntary Secondary School
<b>School Structure:</b>	Co-Educational
<b>Current Enrolment:</b>	370
<b>Droichead school:</b>	Yes

#### POST DETAILS

**Additional Information:**

Harold's Cross Educate Together Secondary School invites applications for the position of School Secretary. This is a part time (25 hours) permanent position.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA and Child Protection Training. This position is subject to a 6 month probationary period. The successful candidate will have experience in office management and administration. A School Secretary will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

General secretarial duties consistent with the role of School Secretary such as carrying out administrative duties assigned by the Principal/Deputy Principal.

Working in close co-operation with the Principal, Deputy Principal and staff.

Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.

Organising, maintaining and updating school databases and filing systems such as, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll.

Managing school correspondence with professionalism and confidentiality.

Maintenance and filing of all documentation.

Liaising with representatives of service providers, suppliers and visitors.

Coordination of internal communication (post, telephone messages, email etc.).

To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.

Skills or Knowledge Required:

Excellent interpersonal and organisational skills.

Excellent oral and written communication abilities.  
Excellent typing/ I.T. skills and attention to detail.  
Willingness to upskill where necessary.  
Ability to use your own initiative, to work independently and as part of a team.  
Positive outlook and willingness to contribute to the overall school development.  
Previous experience in a school setting is desirable.

Applications by email only.  
Please write Secretary Application in the subject line.  
Those shortlisted for interview will be contacted by email.  
Send CV and letter of application to [recruitment@hctss.ie](mailto:recruitment@hctss.ie)

#### APPLICATION REQUIREMENTS

Applications may be submitted by

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	68365A
<b>Apply To:</b>	
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 6W
<b>Enquiries To:</b>	<a href="mailto:recruitment@hctss.ie">recruitment@hctss.ie</a>
<b>Website:</b>	<a href="https://www.hctss.ie">https://www.hctss.ie</a>

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.