

ADVERT ID 228867

## Secretary / Administrator

### Our Lady's School

Templeogue Road Terenure Terenure

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Post Primary
<b>Date Posted:</b>	Tue Jan 7 2025 10:52:07
<b>Application Closing Date:</b>	Tue Jan 28 2025
<b>Commencement Date:</b>	Wed Jan 29 2025
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Secondary School
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#### POST DETAILS

##### Additional Information:

Work in the main office and take on all admin work as deemed necessary to meet the emerging school administrative needs.

Responsibility for VSWare

Responsibility for PPOD

Supervised Study - collate & update information per term

Create various lists required by Heads of Departments

September and October returns

Locker allocations & numbers at beginning of school term

Provide mailing labels when requested for groups

Assist parents with access to VSWare, Easy Payments & School App

Photocopying for teachers (e.g. exams etc.)

Assist with setup for Parent/Teacher meetings

Responsibility for post / photocopiers

Send out late cost reminder letters, Voluntary Contribution Forms and other similar correspondence School Policies

School Handbooks

Exam organisation

Prepare Programmes for various activities, eg Inductions, carol services, various invitations as required and maintenance of rsvp, etc.

Responsibility for the Admin mail account

Input of school data and information systems, School Calendar, School Website and School App

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60860Q  
**Apply To:** Templeogue Road  
Terenure  
Terenure  
**County:** Dublin  
**Postal District:** Dublin 6W  
**Enquiries To:** [principal@olschool.ie](mailto:principal@olschool.ie)

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