

ADVERT ID 229144

## Secretary / Administrator

### Coláiste Bríde

The Secretary, B.O.M. Coláiste Bríde New Road Clondalkin D22C6Y2  
<https://www.colaistebride.com>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Wed Jan 15 2025 12:56:50  
**Application Closing Date:** Wed Jan 29 2025  
**Commencement Date:** Mon Feb 10 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 35

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Girls  
**Current Enrolment:** 985  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Coláiste Bríde Secondary School invites applications for the position of School Administrator. This is a full time (35 hours), permanent position. The candidate should have experience in office administration, and be compliant with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection.

##### Main responsibilities:

- Dealing with parents, students, staff and visitors in person, by phone and by email in a courteous and professional manner.
  - Managing school correspondence with confidentiality.
  - Office supplies, stock management, DES school books scheme etc.
  - Operating office machinery (printer, photocopier, laminator etc.).
  - Maintaining and updating the school databases (P-Pod and Tyro).
  - Event management.
  - Creating and publishing of communications (internal and external) e.g. school newsletter, school journal, signage displays, prospectus, etc.
  - Liaising with caretakers regarding building maintenance, classroom updates etc.
  - Working closely with the Principal, Deputy Principals, and other members of the admin team.
- This list is not exhaustive.

##### Essential Skills:

- Excellent communication and organisational skills, creativity, attention to detail, positive outlook.
- Ability to prioritise, work independently and also as part of a team, willingness to acquire new skills.
- Advanced ICT skills (Word, Excel, PowerPoint), proficient in Microsoft 365 (Outlook, One Drive, SharePoint).

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA and Child Protection Training.

Note: DES School Secretary Salary scale will apply as per Circular 0078/2024 unless the candidate has previous work experience as school administrator as per terms and conditions of the Government circular 0036/2022.

Applications can be emailed (cbrecruitment@colaistebride.com), or posted to:  
The Secretary, B.O.M.  
Coláiste Bríde  
New Road  
Clondalkin  
D22C6Y2.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	60122D
<b>Apply To:</b>	The Secretary, B.O.M. Coláiste Bríde New Road Clondalkin D22C6Y2
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 22
<b>Enquiries To:</b>	<a href="mailto:cbrecruitment@colaistebride.com">cbrecruitment@colaistebride.com</a>
<b>Website:</b>	<a href="https://www.colaistebride.com">https://www.colaistebride.com</a>

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