

ID FÃ©GRA 230590

RÃ©naÃ© / RiarthÃ©ir

St. Kilian's German School

Roebuck Road Clonskeagh Dublin 14 Dublin

<https://www.kilians.com>

PRÃ©OMHSHONRAÃ©

StÃ©idas: DÃ©ghnÃ©omhaithe
LeibhÃ©al: Iarbhunscoil
DÃ©ta PostÃ©ilte: Aoine MÃ©rta 14 2025 16:06:48
SpriocdhÃ©ta le haghaidh Iarratas: Luan MÃ©rta 31 2025
StÃ©idas an Phoist: Buan
LÃ©on na bhFolÃ©ntas: 1

SONRAÃ© SCOILE

CineÃ©il Scoile: MeÃ©inscoil
Rolla Reatha: 437

SONRAÃ© AN PHOIST

Eolas Breise:

St. Kilian's Deutsche Schule Dublin is seeking to fill the position of a full-time/part-time school secretary. We offer a responsible, varied position in an international environment with a pleasant working atmosphere, flat hierarchies and the opportunity for personal development. The role of the School Secretary will include but is not limited to:

- Compiling and maintaining of a student database management system.
- Management of the full enrolment process to Kindergarten, Primary and Secondary school.
- Complete forms in accordance with school and DES procedures, following education legislation
- Administrative support to school management and staff
- Preparing and submitting of all computerized statistical returns to the Department of Education
- October returns to the Department of Education on PPod
- Management of school's main e-mail account.
- Telephone support
- Dealing with enrolment queries and general enquiries by phone and email
- Responsibility for outgoing post
- Assistance with annual events
- First Aid
- Assisting in organization of school events

Work experience and special aptitudes:

- Experience in similar roles
- The working language for this role is English, knowledge of the German language is an advantage.
- Experience with school management systems (PPod and Edval) desirable
- Ability to work on own initiative and also as part of a team and discretion to work with confidential information
- Excellent computer skills (Microsoft Office)
- Ideal candidate shall be flexible; possess excellent communication & organisational skills and a high level of attention to detail.

We are looking for the candidate to start as soon as possible and welcome both full-time and part-time applications, with details to be discussed during the selection process. We will offer a

salary commensurate with the candidates experience. Please send your application with a cover letter and CV to Anja Paulick (vwl@kilians.com) with the subject "School Secretary".

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Réiteoir (ainm, ról, uimhir theagmhála.)
- CV (Digiteach)

Is féidir iarratais a chur isteach tríd

- Réomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÍNTAS SEO

Uimhir Rolla:	60630W
Cuir Iarratas Chuig:	St.Kilian's German School Roebuck Road Clonskeagh Dublin 14 Dublin
Contae:	Baile Átha Cliath
Ceantar Poist:	Dublin 14
Ceisteanna Chuig:	vwl@kilians.com
Suíomh Grádasáin:	https://www.kilians.com
Tuilleadh Eolais:	https://www.kilians.com/careers/school-secretary-full-time/

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhógra seo agus dá anann IPPN a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Níl féidir an fhaisnéis atá ann a áosláil, a chéipéil ná a áisid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fógraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ré á IPPN.