

ADVERT ID 232029

## Secretary

### Holy Child Boys' NS

Larkhill Road Whitehall D09 K104  
<https://www.holychildbns.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Thu Apr 10 2025 11:03:06  
**Application Closing Date:** Wed Apr 30 2025  
**Commencement Date:** Tue Jul 1 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Senior School  
**Gender:** Boys  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 19  
**Current Enrolment:** 319  
**Droichead school:** Yes

#### POST DETAILS

##### Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

##### Additional Information:

The B.O.M. of Holy Child Boys' NS is looking for an enthusiastic, hardworking School Secretary. The ideal candidate should be reliable, flexible and willing to learn on the job. Key to this role is the ability to manage a busy office and school environment. A high degree of professionalism and confidentiality is essential.

Applicants would ideally have:

Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.

Knowledge of online school databases (e.g., Aladdin, POD & OLCS systems).

Excellent office, administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.

Excellent interpersonal skills, including oral and written communication skills.

Competency in maintaining financial accounts, online payment systems, and monthly financial reports.

A high level of proficiency in ICT and the use of Google Drive and other online applications.

Knowledge of GDPR & Data Protection requirements.

Ability to work on one's own initiative and the ability to work in a team environment

This role is full time. School office based. The above job description is not exhaustive.

Shortlisting will apply, and those shortlisted will be called for an interview.

The appointment is subject to Garda Vetting and the successful candidate will be required to

undertake TUSLA Child Protection. The position is subject to a 12 month probation period.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

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