

ADVERT ID 233027

## Secretary

### Our Lady of Consolation NS

Our Lady of Consolation School Collins Avenue East Donnycarney Dublin D05RW80  
<https://www.olocschool.ie>



#### MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Apr 28 2025 13:53:16
Application Closing Date:	Mon May 12 2025
Commencement Date:	Tue Jun 3 2025
Status of Post:	Permanent
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Girls with Infant Boys
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	29
Current Enrolment:	311
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 Our Lady of Consolation wishes to appoint an enthusiastic, hardworking School Secretary/receptionist. 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. A willingness to learn new skills and systems will be required. A working knowledge of the Irish language would be considered an advantage but is not necessary. 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
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	20064O
<b>Apply To:</b>	Our Lady of Consolation School Collins Avenue East Donnycarney Dublin D05RW80
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 5
<b>Enquiries To:</b>	<a href="mailto:appointments@olocschool.ie">appointments@olocschool.ie</a>
<b>Website:</b>	<a href="https://www.olocschool.ie">https://www.olocschool.ie</a>

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