

ADVERT ID 234400

Secretary

St Canices GNS

Seamus Ennis Road Finglas D11 C927
<https://www.stcanicesgns.ie>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed May 14 2025
Application Closing Date:	Wed May 28 2025
Commencement Date:	Mon Sep 1 2025
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	31
Current Enrolment:	495
Droichead school:	Yes

POST DETAILS

Additional Information:

St Canice's GNS wishes to appoint an enthusiastic, hardworking School Secretary. The ideal candidate should be reliable, flexible, enthusiastic and willing to learn on the job. 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.
- Competency in maintaining financial accounts, completing weekly wages, online payment systems and monthly financial reports.
- A high level of proficiency in ICT.
- The ability to assist the Principal with the daily administration tasks.
- Knowledge of GDPR & Data Protection requirements.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.

This role is full time, school 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.

Applications via email will only be accepted. When emailing please ensure the subject line reads

as "Application for school secretary"

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18683H
Apply To: Seamus Ennis Road
Finglas
D11 C927
County: Dublin
Postal District: Dublin 11
Enquiries To: stcanicesgnsemailapplications@gmail.com
Website: <https://www.stcanicesgns.ie>
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