

ADVERT ID 235285

Secretary / Administrator

Sandymount Park Educate Together Secondary School

Beach Road Sandymount

<https://www.sandymountparketss.ie>

Sandymount Park ETSS

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Mon May 26 2025 06:04:52
Application Closing Date:	Tue Jun 10 2025
Commencement Date:	Mon Aug 11 2025
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	25

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Co-Educational
Current Enrolment:	450
Droichead school:	Yes

POST DETAILS

Additional Information:

Sandymount Park Educate Together Secondary School is inviting applications for the role of School Secretary. This is an additional administration role within the school office and is a part-time position, 25 hours per week, from 8:30am to 1:30pm.

The appointment is subject to Garda Vetting and a 6-month probationary period.

Requirements:

The ideal candidate will have prior experience in office administration. As an integral part of the school community, the School Secretary will work closely with the principal and administrative team.

Key Responsibilities:

- Perform general secretarial duties as assigned by the Principal or Deputy Principal.
- Collaborate with the Principal, Deputy Principal, and other staff in a supportive and efficient manner.
- Communicate with parents, staff, students, and visitors in person, by phone, and via email in a welcoming, professional, and confidential manner.
- Organise and maintain school databases and filing systems, including OLCS, PPOD, VSware, O365, and Excel.
- Manage school correspondence with a high level of professionalism and confidentiality.
- Maintain and file all necessary documentation.
- Liaise with service providers, suppliers, and visitors as required.
- Coordinate internal communication, including post, phone messages, and email.
- Adhere to school policies, particularly those related to Child Safeguarding, Health and Safety, and GDPR/Data Protection, and report any concerns appropriately.

Skills and Knowledge Required:

- Excellent interpersonal and organisational skills.
- Strong oral and written communication abilities.
- Proficiency in IT with strong attention to detail.
- Willingness to upskill as needed.
- Ability to work independently and as part of a team, using initiative where required.
- A positive outlook and a desire to contribute to the overall development of the school.

How to Apply:

Applications should be submitted by email only. Please include "Secretary Application" in the subject line. Those shortlisted for interviews will be contacted via email.

Send your CV, two written references and a letter of application to:
recruitment@sandymountparketss.ie.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	68305F
Apply To:	Beach Road Sandymount
County:	Dublin
Postal District:	Dublin 4
Enquiries To:	recruitment@sandymountparketss.ie
Website:	https://www.sandymountparketss.ie
Further Information:	https://www.sandymountparketss.ie

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