

ADVERT ID 238120

Secretary / Administrator

Newpark Comprehensive School

Newtownpark Avenue Blackrock A94 EV70

<https://www.newparkschool.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Wed Jun 11 2025
Application Closing Date:	Thu Jun 19 2025
Commencement Date:	Mon Aug 18 2025
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	20

SCHOOL DETAILS

School Type:	Comprehensive School
School Structure:	Co-Educational
Current Enrolment:	864
Droichead school:	Yes

POST DETAILS

Additional Information:

Clerical Officer/Administrator (part time, five days per week) required to join our dynamic, collaborative, and supportive school community. This position will take effect from mid-August 2025 (approximately). The successful candidate will play an integral part of the school community, working closely with the principal and school office team in a welcoming, professional, and discreet manner.

Desirable attributes for a successful candidate include:

- Excellent IT skills, to include experience in software packages (e.g., Microsoft Office).
- Experience in bookkeeping/accounts, to include accounts software packages, and a knowledge of payroll, RCT and VAT.
- Excellent level of numerical and analytical skills
- Experience of business online banking and processing payment runs.
- Being receptive and willing to upskill.
- Excellent interpersonal and communication skills.
- Ability to handle multiple tasks simultaneously.
- A high degree of discretion and ability to work with sensitive and confidential data.
- Commitment to meeting deadlines.
- Proactive in identifying improvements to ensure smooth systems and procedures.
- Ability to work independently and as part of a team.
- Experience in a school or educational setting.

Salary will be paid pro-rata in accordance with such rates as may be authorised by the Minister for Education from time to time for Grade III positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government policy.

Appointment is subject to Garda vetting and a probationary period. The successful candidate will

be required to undertake TUSLA child protection training.

Please submit a CV and cover letter by email to recruitment@newparkschool.ie with the subject line: Clerical Officer/Administrator.

Shortlisting may apply. Interviews may take place from week beginning 23 June 2025. All queries to recruitment@newparkschool.ie.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	810011
Apply To:	Secretary, Board of Management c/o recruitment@newparkschool.ie
County:	Dublin
Postal District:	County Dublin
Enquiries To:	recruitment@newparkschool.ie
Website:	https://www.newparkschool.ie
Further Information:	https://www.newparkschool.ie/vacancies

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