

ADVERT ID 241226

Secretary

Glenasmole NS

Glenasmole Bohernabreena D24yc57

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Jul 16 2025
Application Closing Date:	Thu Jul 31 2025
Commencement Date:	Thu Aug 21 2025
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Patronage:	Catholic
Total No. of Teaching Staff:	5
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:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period from the date on which the Board approves the successful candidate.

The Board of Management of Glenasmole National School invites applications for the position of school secretary. This job is currently for 18.5 hours per week (Monday-Friday). These hours may be subject to change in the future.

The ideal candidate should have:

Secretarial experience in a busy office environment and/or secretarial experience working in a child-centred environment.

Familiarity with online school databases (e.g., Aladdin, POD & OLCS systems).

Excellent 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, including wages, online payment systems, procurement, and monthly financial reports.

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

Office administration skills including photocopying, laminating, binding, etc.

Knowledge of GDPR & Data Protection requirements.

Ability to assist the Principal with daily administration tasks, meeting requirements, and scheduling events.

Experience in the maintenance of office equipment and supplies and liaising with service providers, suppliers, school users, and visitors.

Confidentiality and professionalism are absolutely essential.

Manage the school office in a welcoming and professional manner.

Point of contact for all visitors and enquiries.

Manage school communications: phone, email, databases (e.g., Aladdin, POD, OLCS).

Management of payments/financial accounts/invoices.
General school administration: filing, photocopying, and providing clerical and administrative support to the Principal, Deputy Principal, and staff as required.
Office management, maintenance of office equipment, procurement of resources, and liaising with service providers, suppliers, etc.
Coordinate the school admissions process.

The ideal candidate will demonstrate the following competencies:
Professionalism, discretion, and the ability to maintain strict confidentiality.
Strong interpersonal and oral/written communication abilities.
IT skills, including proficiency in Microsoft and willingness to upskill as needed.
Strong organisational skills and attention to detail.
Ability to use initiative, work independently, and as part of a team.
Planning and organisational skills.
Ability to work closely with the Principal, Deputy Principal, staff, and Board of Management.
Flexibility to meet the varied demands of the role and show initiative when required.
Positive outlook and willingness to contribute to the overall development of the school.
Commitment to uphold the ethos of the school.
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

Roll Number:	17996A
Apply To:	applications@glenasmolens.com
County:	Dublin
Postal District:	Dublin 24
Enquiries To:	applications@glenasmolens.com

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