

ADVERT ID 244546

## Secretary

### Scoil Sinéad Pelletstown NS

Patrician College Campus Deanstown Finglas Dublin 11

<https://www.scoilsineadpelletstown.ie>

#### MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Sep 12 2025
Application Closing Date:	Fri Sep 19 2025
Commencement Date:	Mon Sep 29 2025
Status of Post:	Part-Time
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Other
Total No. of Teaching Staff:	7
Current Enrolment:	65
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:

Please put "Admin. Secretary application " in the subject line of your email application to [principal@scoilsinead.ie](mailto:principal@scoilsinead.ie)

The Interview Board will interview candidates during the last week of September 2025

The Board of Management is seeking an Administrative Secretary to work in the busy Admin. office of our warm and welcoming school.

This key administrative role at the heart of our developing school demands a high level of professionalism, flexibility, and initiative, working alongside the Principal and Deputy Principal and staff to ensure the smooth running of the school.

This on-site role is for 10 hours per week over 3 days.

The position is permanent, subject to a three-month probationary period.

The successful applicant will be recruited in line with the terms and conditions as set out in DES Circular 36/2022 and DES Circular 007 of 2024 (Entitlement Leave for School Secretaries).

##### Essential Personal Qualities

- Excellent interpersonal skills and ability to engage with all members of the school community
- Ability to work on one's own initiative and also as part of a team
- Strong multi-tasking skills with the ability to prioritise, work under pressure, and meet deadlines
- Reliability, trustworthiness, and strict adherence to confidentiality
- Flexibility and adaptability to meet the evolving needs of the school
- Proactive in identifying improvements to ensure smooth systems and procedures
- A positive outlook and a willingness to contribute to the overall development of the school

---

#### Essential Skills and Experience

- Strong administrative skills and general office experience.
- Proficiency in Microsoft Office applications and excellent typing skills
- Experience working in a busy office environment
- Excellent oral and written communication skills
- Outstanding organisational skills, with a focus on accurate record keeping and adherence to school procedures and policies
- Awareness of GDPR and data protection requirements (desirable)

---

#### Key Duties and Responsibilities

- Managing school correspondence and communication (post, email, and telephone, Aladdin Connect )
- Maintaining school records. OLCS, POD & ESINET
- Updating, managing, and storing school records in compliance with GDPR and other regulatory requirements
- Administration of the school enrolment and admissions process
- Assisting with drafting and presentation of school documents
- General school administration and office management
- Assisting with the organisation of school events and activities
  
- Other duties as allocated by the Principal or Deputy Principal

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	20502M
<b>Apply To:</b>	Patrician College Campus Deanstown Finglas Dublin 11
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 11
<b>Enquiries To:</b>	<a href="mailto:principal@scoilsinead.ie">principal@scoilsinead.ie</a>
<b>Website:</b>	<a href="https://www.scoilsineadpelletstown.ie">https://www.scoilsineadpelletstown.ie</a>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.