

#### **ADVERT ID 246484**

# **Secretary**

#### Rathgar NS

Rathgar National School Rathgar Avenue Rathgar Rathgar D06 DK35 https://www.rathgarns.ie

#### MAIN DETAILS

Status: Active Level: Primary

Date Posted: Mon Nov 10 2025

Application Closing Date: Sat Nov 29 2025

Commencement Date: Mon Jan 5 2026

Status of Post: Part-Time

Number of Vacancies: 1

### SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educatio

Gender: Co-Educational
School Patronage: Methodist

Total No. of Teaching Staff: 5
Current Enrolment: 94
Droichead school: No

## 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:**

Rathgar National School is looking for an enthusiastic, flexible and hard-working school administrator on a job-share basis.

This is a job share position working on a split week (Thurs/Friday/Mon/Tues/Wed) for 5 hours each day, totalling 25 hours per fortnight. Normal working hours are 8.30-1.30.

We are a 4 classroom school, with very friendly staff and families. Ideally we'd like someone with experience of primary school office work, or someone with great organisational skills and previous office administration experience.

The following information should be read carefully:

Please refer to Circular 0007/2024 for information on leave entitlements for secretaries and to Circular 0020/2025 for information on salary. The entry-level for this role is on the first point of the scale, unless the candidate has previous work experience as a School Secretary.

The appointment is subject to Garda Vetting; completion of occupational medical clearance (Medmark); satisfactory references; and the successful candidate will be required to undertake TUSLA child protection training. A completed Statutory Declaration and Form of Undertaking will be required on taking up the position. This position is subject to a probationary period of six months.

The school administrator is an integral part of the school community, working closely with the school principal, and will manage the school office in a welcoming, professional, and discreet manner. This position requires experience in office management and administration and experience within an educational setting is preferable.

The successful candidate will have:

- Excellent interpersonal and communication skills (both oral and written)
- · Administrative and secretarial skills
- Proficiency in ICT including word processing, spreadsheets, email etc.
- Knowledge of GDPR & Data Protection requirements
- Excellent organisational skills and attention to detail ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- The ability to plan and work on own initiative, and also as part of a team
- · Reliability, trustworthiness and strict adherence to confidentiality
- Flexibility and adaptability to the needs of the school
- Knowledge in operating and maintaining an online banking and payment system
- A high level of Confidentiality and Discretion
- A commitment to uphold the ethos of Rathgar National School.

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following; Aladdin, Esinet (POD, OLCS), School Accounting, MS Office, on-line banking/payment systems, ROS (Revenue).

Key Duties & Responsibilities: Responsibilities include but are not limited to:

- Working in close co-operation with the Principal, Deputy Principal and school staff
- Being the first point of contact for all visitors to the school and dealing with parents, visitors etc in a welcoming manner
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- General secretarial and administrative duties consistent with the role of school
- Liaison with representatives of service providers, suppliers, school users and visitors
- Managing school correspondence with professionalism and confidentiality
- Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- Maintaining records of school finances including bank payments and entering & reconciling all payments on accounting system
- Maintenance and filing of all invoices and documentation and maintaining all financial records and managing online payments and receipt of funds
- Maintenance of records of staff leave and supporting substitute cover process
- Maintenance and updating of all pupil records on Aladdin
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements
- Procurement of resources and the management of school office supplies
- Attend meetings and events as required.

The above is not exhaustive. A willingness to learn new skills and systems will be required.

## APPLICATION REQUIREMENTS

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

Applications may be submitted by

Email

APPLY TO THIS JOB VACANCY

Roll Number: 1471

Apply To: rathgarns.recruitment@gmail.com

Including letter of application, CV and referees in pdf format

County: Dublin
Postal District: Dublin 6

Enquiries To: <a href="mailto:rathgarns.recruitment@gmail.com">rathgarns.recruitment@gmail.com</a>

Website: <a href="https://www.rathgarns.ie">https://www.rathgarns.ie</a>
Further Information: <a href="https://www.rathgarns.ie">https://www.rathgarns.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.