

ADVERT ID 114709

## Secretary

### Central Remedial Clinic School

Vernon Avenue Vernon Avenue Clontarf Clontarf D03 K298  
<https://www.crcschool.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jan 2 2019 17:04:52  
**Application Closing Date:** Wed Jan 16 2019  
**Commencement Date:** Mon Feb 18 2019  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Special School  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Other  
**Total No. of Teaching Staff:** 18  
**Current Enrolment:** 86  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** The CRC School is a special school under the patronage of the Central Remedial Clinic and caters for students aged 3-18 years who have a physical disability as their primary disability and may have a secondary disability including intellectual, hearing, visual.  
 Assistant School Office Secretary

Permanent contract – 32 hours per week per school term plus five days at each end of school year (total =193days). The salary scale for the above post is € 23,353 - € 39,110 pro rata in line with Grade III Clerical Officer as per DES Circular 0054/2018. This role will be based in CRC School, Clontarf.

The Assistant School Office Secretary will report to the Principal. The successful candidate will undertake duties as directed to support the administration of the school office.

The successful applicant will have the following essential criteria:

- Secretarial qualification in typing, IT, business administration or similar, QQI Level 5 or
- Five years' experience in a school administration setting is essential
- Excellent typing, general administrative and organisational skills
- IT skills to include email, Microsoft word, excel, powerpoint and access
- Flexible attitude and approach to work
- Knowledge of the demands of working in a school environment
- Excellent written and verbal communications skills

Desirable criteria:

- Three years relevant experience
- Experience in a school environment or working with people with disabilities

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria as short-listing will apply.

Please submit a letter of application with full CV to include the names of three referees by post to Chairperson of the Board of Management, C/o Mary Collins, CRC School, Clontarf, Dublin 3 or by email to [mbcollins@crc.ie](mailto:mbcollins@crc.ie) .

Applications must be received by 5.00 pm on Friday, 11th of January, 2019. (Please ignore closing date above)

Interviews will be held Friday, 18th of January, 2019.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 18317F  
**Apply To:** C/O Mary Collins,  
CRC School  
Vernon Avenue  
Clontarf  
**County:** Dublin  
**Postal District:** Dublin 3  
**Enquiries To:** [mbcollins@crc.ie](mailto:mbcollins@crc.ie)  
01 8542230  
**Website:** <https://www.crcschool.ie>

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