

ADVERT ID 127241

## Secretary

### Greystones ETNS

Blacklion Greystones Co Wicklow Co Wicklow A63 YE36  
<https://greystoneset.ie>



GREYSTONES  
Educate Together

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Sep 4 2019 14:06:39  
**Application Closing Date:** Wed Sep 18 2019  
**Commencement Date:** Wed Sep 25 2019  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Educate Together  
**Total No. of Teaching Staff:** 27  
**Current Enrolment:** 446  
**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:** Greystones Educate Together National School is seeking an office administrator/ secretary to work in the school office.

Hours will be approximately 20-30 hours weekly; (final arrangement will be agreed and confirmed with the successful candidate on the basis of meeting school needs as determined by the School Principal and Board).

Hours will be during the school term (closure during the school year as per school holidays but flexibility to work at these times may be required and at other times to support school events/activities).

The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the School Principal in managing the wide variety of administrative tasks associated with running a vibrant school. Duties of the post are wide and varied but it is envisaged that a range of specific duties will be assigned to the successful applicant. It is important that applicants are familiar with the Educate Together ethos, and the opportunities and challenges this presents in this role.

Garda vetting must be completed through the school before the position commences in the school office.

#### Personal Qualities

The successful candidate will be committed and will demonstrate excellent interpersonal skills and ability to deal with all members of the school community. They will be proactive in identifying

opportunities to improve systems and procedures to ensure the smooth running of the school's accounts and administrative systems.

#### Skills & Experience

• Essential Skills: Administrative skills & general office experience; proficiency in Microsoft applications, to include Word, Excel and Publisher & excellent typing skills; experience operating in a busy reception/front office environment; excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies; accounting skills, specifically income tax.

#### 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

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20300A  
**Apply To:** [appointments@greystoneset.ie](mailto:appointments@greystoneset.ie)  
**County:** Wicklow  
**Enquiries To:** [contact@greystoneset.ie](mailto:contact@greystoneset.ie)  
012871817  
**Website:** <https://greystoneset.ie>  
**Further Information:** <https://www.greystoneset.ie>

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