

ADVERT ID 144211

## Secretary

### Scoil Naomh Padraig

Ballyroan Crescent Ballyroan Rathfarnham D16XK80

<https://www.snp.ie>

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Wed Oct 21 2020
<b>Application Closing Date:</b>	Fri Oct 30 2020
<b>Commencement Date:</b>	Tue Dec 1 2020
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Girls with Infant Boys
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	30
<b>Current Enrolment:</b>	484
<b>Droichead school:</b>	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:**

The Board of Management of Scoil Naomh Pádraig invites applications for the post of Part-time (job-sharing) Secretary, covering the school calendar year. The successful candidate will manage the school office/reception in a welcoming and professional manner and will be an integral part of the school community.

The position is subject to a 6-month probationary period. This appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and Covid-19 related online training. Induction training will be facilitated.

The ideal candidate should have:

- Excellent communication, interpersonal and organisational skills
- Competency in maintaining financial accounts, payroll and R.O.S.
- Excellent Word Processing, Excel, Publishing and general IT Skills
- Preferably experience in using online data platforms including Aladdin, OLCs, POD & Payroll
- Ability to write letters/emails with fluency and accuracy
- Experience in working in a child centred environment desirable.
- A clear understanding of and adherence to GDPR regulations

Other skills required:

A high level of confidentiality

Ability to plan and work efficiently on their own initiative

Ability to be flexible, consistent with nature of post  
Ability to work in close co-operation with the school principal and staff

Letter of application, including CV should be sent to the Chairperson at the following email address: [scoilnaomhpadraigapplications@gmail.com](mailto:scoilnaomhpadraigapplications@gmail.com)

#### 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:** 19114T  
**Apply To:** [scoilnaomhpadraigapplications@gmail.com](mailto:scoilnaomhpadraigapplications@gmail.com)  
**County:** Dublin  
**Postal District:** Dublin 16  
**Enquiries To:** [scoilnaomhpadraigapplications@gmail.com](mailto:scoilnaomhpadraigapplications@gmail.com)  
01 4946566  
**Website:** <https://www.snp.ie>  
**Further Information:** <https://gmail.com>

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.