

ADVERT ID 169039

## Secretary / Administrator

### Blackrock Educate Together Secondary School

Sandymount Buildings Simmons Court Road Ballsbridge Dublin 4 D04 AK00  
<https://www.blackrocketss.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu May 12 2022 13:46:43  
**Application Closing Date:** Tue Jun 7 2022  
**Commencement Date:** Mon Aug 15 2022  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 10

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Blackrock Educate Together Secondary School is a new school which admitted its first cohort of first year students in September 2021. The school is multi-denominational, co-educational, equality based, and student-centred. In September the school will have approximately 100 students and 15 members of staff.

The position of office assistant is initially a one-year fixed term contract. It is envisaged that the duties would be reviewed initially on a monthly basis. There will be a probation period of three months.

The employing body will be the Board of Management of Blackrock Educate Together Secondary School.

The position will be part-time from August 2022 to June 2023. The working day for the office assistant will be from 13.45 to 15.45, Monday to Friday, but these times may be adjusted to facilitate the successful candidate.

Blackrock Educate Together Secondary School operates an open, inclusive environment and all members of the school community are expected to uphold the ethos of this school. For more details on our ethos please see the Educate Together website [www.educatetogether.ie](http://www.educatetogether.ie).

The Duties of the Office Assistant Shall Include:

- Working in close co-operation with the School Secretary and Principal.
- Working on enrolment records and data systems.
- Managing the telephone and e-mail.
- Collecting, opening, sorting and distributing post.
- Preparing items for the post.
- Managing the school filing system and database.
- Managing school admissions under direction from the School Secretary.
- Maintaining stocks of office stationery.
- Drafting letters, agendas memos, etc, as required.
- Preparing orders, requisitions, forms etc for signing.

- Purchasing supplies and materials.
- Dealing with queries from parents, teachers and visitors to the school.
- Assisting and partaking in the organising of school events and activities.
- Carrying out other duties assigned by the Principal.

Key Skills, abilities and characteristics:

- Child friendly
- Ethical person with commitment to the Educate Together Ethos
- Highly developed interpersonal skills
- Highly organised
- Adaptable
- Demonstrated proficiency with IT and office computer software
- GDPR aware
- Committed to supporting the Principal and BOM.
- Understanding that confidentiality is key for this role

The office assistant will be expected to use his/her initiative and to attend to all matters relating to the position, both foreseen and unforeseen.

The appointment is subject to Garda Vetting and the successful candidate will have to undertake TUSLA Child Protection Training.

Application letters and CVs should be emailed to [admin@blackrocketss.ie](mailto:admin@blackrocketss.ie)

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

Telephone enquiries welcome

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 68387K  
**Apply To:** [admin@blackrocketss.ie](mailto:admin@blackrocketss.ie)  
**County:** Dublin  
**Postal District:** Dublin 4  
**Enquiries To:** [admin@blackrocketss.ie](mailto:admin@blackrocketss.ie)  
**:** 019120440  
**Website:** <https://www.blackrocketss.ie>  
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