

ADVERT ID 169801

Secretary

Grace Park ETNS

DCU All Hallows' Campus Grace Park Road Drumcondra D09KDW4
<https://www.graceparketns.com>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri May 20 2022
Application Closing Date: Fri May 27 2022
Commencement Date: Wed Jun 8 2022
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 24
Current Enrolment: 426
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:

The Board of Management of Grace Park Educate Together invite applications for the role of School Secretary. Grace Park ETNS is a developing school in Drumcondra, Dublin 9. It currently has 283 children and will increase to 365 in September. When fully developed, we will have approximately 400 children in 16 mainstream classes and two Autism classes. We are a welcoming and vibrant school community with a growing student and staff body.

The school secretary is an integral role in our school and an important part of our school community. The successful candidate will be:

- highly organised and skilled at managing multiple projects at one time
- friendly and welcoming
- aware of and aligned with, the ethos of Educate Together
- experienced with the use of Microsoft, Google, Aladdin Schools, payroll and other office packages
- adept at managing income and expenditure.
- child-centred
- a team player.

The school secretary will report directly to the principal of the school. The role of the secretary is subject to change based on the needs of the school. Experience in the role is desirable, but not necessary.

- This position is initially a one year fixed-term contract, that may be extended, subject to agreement by both parties.
- The hours of work will be 8am -3pm Monday to Friday and these hours are non-negotiable. The successful candidate should be aware that these hours may increase in the future as the school continues to grow. It is expected that full capacity will be reached in 2024.
- There may be occasions when the secretary will be required to do some out-of-hours work in the evenings or on a weekend, for example to facilitate interviews, school open days and other school-related events. The Secretary's place of work will normally be in Grace Park Educate Together National School building.

Remuneration will be at the rate of 16.56 euro per hour, for a total of 35 hours per week, 40 weeks of the year. Holiday pay is accrued as per employment law. The successful candidate will initially be required to work for the 37 weeks of the school year and for the first week in July and the last two weeks in August. It is possible in the future that the role will expand to more than 40 weeks per year.

It is envisaged that the secretary will work throughout the Summer of 2022 (by arrangement) to acquaint themselves with the role. Any holidays previously arranged in the summer will be taken into consideration.

Closing date for applications is 27 May and Interviews will be held on Wednesday 1 June 2022 in Grace Park Educate Together National School, DCU All Hallows' Campus, Grace Park Road, Drumcondra, Dublin 9. D09 KDW4. The start date for the role will be Wednesday 8th June.

All appointments are subject to satisfactory Garda Vetting and medical fitness to work certificate.

Applications by email only to recruitment@graceparketns.com

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
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20486R
Apply To: DCU All Hallows Campus
Grace Park Road
Drumcondra
Dublin 9
D09KDW4
County: Dublin
Postal District: Dublin 9
Enquiries To: niamh@graceparketns.com
01 4826967
Website: <https://www.graceparketns.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.