

ADVERT ID 177298

## Secretary / Administrator

### St Declans College, Nephin Road

St Declans College Nephin Road Cabra D07NN63

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Wed Aug 3 2022 10:17:30  
**Application Closing Date:** Mon Aug 15 2022  
**Commencement Date:** Mon Sep 5 2022  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
 This is a readvertisement



#### SCHOOL DETAILS

**School Type:** Secondary School  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Job description: School Secretary  
 Duties for the role include:  
 Reception and telephone duties  
 Secretarial services, much of which is confidential and sensitive by nature  
 General office administration  
 Dealing with queries from parents, teachers and visitors to the school  
 Managing attendance records, admissions and transfers.  
 To perform such other similar duties as may be required and generally to carry out such duties as may be required from time to time by the Board of Management, Principal, Deputy Principal or other person placed in charge over you.

Key Competencies required:  
 Excellent organisation and communication skills  
 Excellent computer skills and knowledge of MS Office  
 Ability to work on own initiative as well as part of a team  
 Knowledge of an MIS e.g. VS Ware would be an advantage

This appointment is subject to the candidate being successfully Garda vetted and approval by the Board of Management & Department of Education and Skills.

Please provide copies of references.

Job Type: Full-time, Permanent  
 Salary: €24,000.00-€38,320.00 per year  
 Annual leave: 8% of the hours worked in a leave year (but subject to a maximum of 4 working weeks) and public holidays apply to this position.

St Declan's College is an equal opportunities employer.

COVID-19 considerations: All COVID-19 precautionary measures are in place

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email
- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60491L  
**Apply To:** The Principal  
St Declan's College  
Nepin Road  
Cabra  
Dublin 7  
D07NN63  
**County:** Dublin  
**Postal District:** Dublin 7  
**Enquiries To:** [jobapplications@stdeclanscollege.ie](mailto:jobapplications@stdeclanscollege.ie)  
018380357

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