

ADVERT ID 177580

Secretary

Ballinteer ETNS

Parkvale Balally Dublin 16 D16 N6T0
<https://www.ballinteeretns.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Aug 4 2022
Application Closing Date: Wed Aug 17 2022
Commencement Date: Thu Sep 1 2022
Status of Post: Part-Time
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: 24
Current Enrolment: 383
Droichead school: Yes

POST DETAILS

Additional Information:

Ballinteer ETNS is a primary school with 16 mainstream classes and one special autism class. From September, we will be based in our permanent building on a shared campus with St Tiernan's Community School in Parkvale, Balally, Dublin 16.

This position is subject to compulsory Garda vetting and a 6-month probationary period. This role is for 15 hours per week.

Required experience and skills:

Secretarial experience in an office environment
Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
A high level of proficiency in I.C.T. and in the use of Google Drive and other online applications.
Office administration skills including photocopying, laminating, binding etc.
Knowledge of GDPR requirements
A familiarity of working with on line school databases is an advantage but not essential (e.g. Aladdin, POD & OLCS)

The role will involve: working with the full-time secretary and the principal in the school's daily administration tasks; handling phone calls and emails; scheduling meetings; greeting visitors to the school; record-keeping.

The successful candidate will be expected to work efficiently on their own initiative and to show flexibility consistent with the nature of the job.

Confidentiality and professionalism are absolutely essential.

Shortlisting of applications will take place and shortlisted candidates will be called for interview in the week beginning 22nd August 2022. Interviews will likely be held on Zoom.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20400E

Apply To: secretaryrecruitment@ballinteeretns.ie

Application deadline: 4pm on 17th August 2022

County: Dublin

Postal District: Dublin 14

Enquiries To: secretaryrecruitment@ballinteeretns.ie

01 2963017

Website: <https://www.ballinteeretns.ie>

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