

ADVERT ID 184290

Secretary / Administrator

Firhouse Educate Together Secondary School

Oldcourt Road Ballycullen D24 NY6R

<https://www.firhouseetss.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Mon Nov 28 2022
Application Closing Date:	Mon Dec 12 2022
Commencement Date:	Wed Jan 4 2023
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	35

SCHOOL DETAILS

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

POST DETAILS

Additional Information:

A wonderful opportunity to join the expanding team in Firhouse Educate Together Secondary School, in the position of full-time school secretary.

School experience is desirable.

Key duties and responsibilities:

- managing the school office
- reception duties
- the preparation of school documents and filing of all documents
- enrolment
- preparing reports and minuting meetings for the Board of Management
- performing administrative and other related duties as required by the school principal.

Essential skills:

- Strong organisational, communication and interpersonal skills required
- Ability to initiate, plan and work on own initiative required, along with the ability to work in a team environment
- Excellent computer skills essential, including proficiency with Microsoft Office and its applications. Knowledge of software such as VSWare an advantage but not essential
- GDPR awareness and associated confidentiality required.

Hours:

- 35 hours per week (08:15 - 15:45)
- Some additional hours may be required from time to time.

The salary scale can be accessed in Circular Letter 0036/2022 -

<https://www.gov.ie/en/circular/ea4c0-revision-of-salaries-and-annual-leave-arrangements-for-school-secretaries-employed-in-recognised-primary-and-post-primary-schools/>

Please email your CV, letter of application, 2 written references and copies of relevant qualifications to recruitment@firhouseetss.ie.

Firhouse Educate Together Secondary School, opened in August 2018 as a restorative, equality-based second-level school. Our school motto, Be Your Best Self, is something that the whole school community tries to live by daily.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	68307J
Apply To:	recruitment@firhouseetss.ie
County:	Dublin
Postal District:	Dublin 24
Enquiries To:	recruitment@firhouseetss.ie +35319618199
Website:	https://www.firhouseetss.ie

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