

ADVERT ID 185861

## Secretary

### Rathgar NS

Rathgar National School Rathgar Avenue Rathgar Rathgar D06 DK35  
<https://www.rathgarns.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Jan 31 2023 09:25:31  
**Application Closing Date:** Wed Feb 15 2023  
**Commencement Date:** Wed Feb 22 2023  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Methodist  
**Total No. of Teaching Staff:** 5  
**Current Enrolment:** 94  
**Droichead school:** No

#### 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:** Rathgar National School seeks an enthusiastic, self-motivated, hard-working primary school administrator/secretary who is competent, efficient, and experienced in relation to office procedures.

The school secretary will be located in the school, be employed by the Board of Management, and will report to the Principal/Deputy Principal. S/he will need to understand the school, its Mission Statement, the various roles and duties held by the teaching and support staff, and the school's connections within the wider community.

Rathgar National School is a Methodist-managed school catering for boys and girls from Junior Infants - 6th class, with 94 currently enrolled. We have an enthusiastic staff and the successful candidate would form part of a hard-working team.

Weekly working hours are from 8:30 am - 1:30 pm (Monday-Friday).  
Competence in office administration skills required.

Confidentiality and professionalism will be essential. Excellent communication skills which enable successful collaboration with colleagues, parents, and the wider school community.

Vetting procedures in line with regulations for schools.

Applications including CV must be submitted by email only to [rathgarns@rathgarns.ie](mailto:rathgarns@rathgarns.ie)

## 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:** 14717B  
**Apply To:** Email-only to [rathgarns@rathgarns.ie](mailto:rathgarns@rathgarns.ie)  
Rathgar National School  
Rathgar Avenue  
Rathgar  
D06 DK35  
01 4907661  
**County:** Dublin  
**Postal District:** Dublin 6  
**Enquiries To:** [rathgarns@rathgarns.ie](mailto:rathgarns@rathgarns.ie)  
**Website:** <https://www.rathgarns.ie>

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.