

ADVERT ID 201802

## Secretary

### Sallynoggin Killiney (SKY) Educate Together National School

Pearse Street Sallynoggin A96 PXH3  
<https://www.sallynogginkillineyetns.ie>



#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Mon Aug 28 2023
<b>Application Closing Date:</b>	Tue Sep 12 2023
<b>Commencement Date:</b>	Mon Sep 25 2023
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1
	This is a readvertisement

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Educate Together
<b>Total No. of Teaching Staff:</b>	4
<b>Current Enrolment:</b>	46
<b>Droichead school:</b>	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 Sallynoggin Killiney (SKY) ETNS is seeking a part-time secretary to work in the busy office of our warm and welcoming school. Applications are welcomed from experienced secretaries/ administrators who are professional, committed and enthusiastic and possess a positive attitude. This key role at the heart of our school demands a high level of professionalism, flexibility and initiative in working alongside the Principal to ensure the smooth running of the school.

We opened in September 2022 with 11 amazing pupils. We have a supportive and friendly team, each member equally valued and dedicated to the children in our care. We value respect, diversity and inclusion and promote a collaborative approach to education which honours positive and respectful relationships with all stakeholders.

This on-site role is 18 hours per week over 4/5 days arranged to meet the needs of the school, as determined by the School Principal. The children's school day begins at 8:15am. Hours will be during school time and at the start and end of the summer break as per school needs. Flexibility may be required at other times to support school activities/events. The position is subject to a 6-month probationary period and is a fixed-term contract for the duration of the year. Familiarity with the Educate Together ethos and the opportunities and challenges this presents in the role is important.

Secretaries are recruited in line with the terms set out in Circular 36/2022. The entry level for this

role is on the first point of the scale (€14.06/hour) unless the candidate has previous work experience as a school secretary.

Essential Personal Qualities:

- Excellent interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative and also to work as part of a team.
- Ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality.
- Flexible and adaptable to the needs of the school and open to new skills/ challenges.
- Proactive in identifying improvements to ensure smooth systems and procedures.
- Positive outlook and willingness to contribute to overall school development.

Essential Skills & Experience:

- Administrative skills and general office experience.
- Proficiency in Microsoft applications and excellent typing skills.
- Experience operating in a busy reception/front office environment.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Knowledge of GDPR & Data Protection requirements (desirable).
- Familiarity with school systems (e.g Aladdin, POD & OLCS systems) and with the management of school finances, on-line payment systems, payroll, revenue returns, FSSU accounting templates, PRSI, RCT and VAT (desirable).

Key Duties & Responsibilities:

- Acting as the first point of contact for visitors in a friendly and competent manner.
- Managing school correspondence and communication by post, email and telephone.
- Maintaining all financial records and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- General school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Maintaining records of staff leave.
- Other duties as allocated by the Principal or Deputy Principal.

Application procedure:

Applications via email only to the Chairperson at: [recruitment@sallynogginkillineyets.ie](mailto:recruitment@sallynogginkillineyets.ie)  
The subject of your email should read 'Secretary Application – Name – September 2023.'

Please attach the following to your email:

1. Letter of application detailing your suitability for the job
2. CV including up-to-date referees with summer contact details.

Applications via post will not be considered and will be shredded. Interviews are expected to take place in person in September. Shortlisted applications will be given 7 days' notice to attend for interview and should reply by email only to accept or decline the interview. The email will outline the criteria for interview. The successful candidate will be required to undergo compulsory Garda Vetting and Túsla Child Safeguarding training and to provide referee contact details.

## 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
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 20543D  
**Apply To:** Pearse Street  
Sallynoggin  
A96 PXH3  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [recruitment@sallynogginkillineyets.ie](mailto:recruitment@sallynogginkillineyets.ie)  
**Website:** <https://www.sallynogginkillineyets.ie>  
**Further Information:** <https://www.sallynogginkillineyets.ie>

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