

ADVERT ID 202854

## Secretary

### Dominican Primary School

Convent Road Dún Laoghaire N/A A96 V2P2  
<https://www.dominicandunlaoghaire.ie>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Sep 14 2023 14:16:41
Application Closing Date:	Fri Sep 29 2023
Commencement Date:	Mon Nov 6 2023
Status of Post:	Permanent
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	17
Current Enrolment:	214
Droichead school:	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:

Dominican Primary School invites applications for the position of School Secretary. This full-time permanent position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022.

New secretaries will be paced on point 1 of the scale set out in Appendix 1 of the circular, unless they have prior experience as a school secretary. The position is subject to compulsory Garda Vetting, Medmark clearance, online Tusla Child Protection Training and a 6-month probationary period. This on-site role is for approximately 15 - 30 hours per week (pending confirmation from the Department of Education). Exact hours are to be confirmed by the Department of Education prior to commencement. Holidays as per Circular 36/2022.

The successful candidate will report to the principal, will be an integral part of our school community and will manage the school office in a welcoming, professional and discreet manner. The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.

The successful candidate will be required to manage the school office in a welcoming and professional manner.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries

- Managing school communications: phone, email, databases (e.g. Aladdin, POD, OLCS)
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, and providing clerical and administrative support to the Principal, Deputy Principal and staff as required
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- IT skills, including proficiency in Microsoft and willingness to upskill as needed.
- Knowledge in relation to GDPR and data protection.
- Strong organizational skills and ability in regard to attention to detail.
- Ability to use own initiative, to work independently and as part of a team.
- Planning and organisational skills.
- Ability to work closely with the Principal, Deputy Principal and staff of Dominican Primary School as well as the Board of Management.
- Flexibility in the varied demands of the job and the ability to show initiative when required.
- Experience working in a busy office environment.
- Relates well to children.
- Positive outlook and willingness to contribute to overall school development.
- Commitment to uphold the ethos of the school.

The above job description is not exhaustive.

#### APPLICATION REQUIREMENTS

- 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:** 05600C  
**Apply To:** [jobapp@dominicandunlaoghaire.ie](mailto:jobapp@dominicandunlaoghaire.ie)  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [jobapp@dominicandunlaoghaire.ie](mailto:jobapp@dominicandunlaoghaire.ie)  
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