

ADVERT ID 204432

## Secretary

### Scoil Nano Nagle

Bawnogue Clondalkin D22 VF68  
<https://www.scoilnanonagle.com>



#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Oct 12 2023
Application Closing Date:	Thu Oct 26 2023
Commencement Date:	Mon Jan 22 2024
Status of Post:	Permanent
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Junior School
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	30
Current Enrolment:	259
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

Scoil Nano Nagle Junior National School, Clondalkin, Dublin 22 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 37 hours per week (08.30 – 16:00) Monday to Friday). Exact hours to be confirmed by the Department of Education prior to commencement.

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.

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 Google G-Suite 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 our 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

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19509T  
**Apply To:** Chairperson of the BoM  
 Nano Nagle JNS  
 Bawnogue  
 Clondalkin  
 D22 VF68  
**County:** Dublin  
**Postal District:** Dublin 22  
**Enquiries To:** [recruitment@scoilnanonagle.com](mailto:recruitment@scoilnanonagle.com)  
**Website:** <https://www.scoilnanonagle.com>

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