

ADVERT ID 213304

## Secretary

### Scoil an Cheathrair Alainn

Ladyswell NS Dromheath Gardens Mulhuddart Dublin 15 D15DD40  
<https://www.ladyswellns.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed May 15 2024 12:40:55  
**Application Closing Date:** Fri May 31 2024  
**Commencement Date:** Wed Aug 28 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 41  
**Current Enrolment:** 459  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Ladyswell National School is a Catholic School under the Patronage of the Archbishop of Dublin. Ladyswell National School invites applications for the position of School Secretary. This is a full time, permanent position. This appointment is subject to sanction by the Department of Education in accordance with Circular 36/2022. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a school secretary. The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TULSA and Child Protection Training. This position is subject to a 6 month probationary period. The School Secretary will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner. The hours of this position will be 8.40am to 2.30pm, Monday to Friday. This includes non teaching days where other staff are on site e.g. Curriculum/Training Days for staff. Responsibilities include but are not limited to:  
General secretarial duties consistent with the role of School Secretary such as Carrying out administrative duties assigned by the Principal/BOM.  
Working in close co-operation with Principal, Deputy Principal and staff.  
Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.  
Organising, maintaining and updating school databases and filing systems such as Online Claims System (OLCS), Pupil Online Database (POD), and Aladdin.  
Managing school correspondence with professionalism and confidentiality.  
Maintenance of the school and office supplies and operating all office machines (photocopier etc.).  
Maintenance of records of staff leave

Maintenance and filing of all documentation.  
Organisation and management of school meals schemes (orders, applications etc.)  
Liaising with representative of service providers, suppliers and visitors.  
Booking venues, buses etc. and making necessary arrangements for school trips etc.  
Coordination of internal communication (post, telephone messages, email etc.).  
To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.

**Skills or Knowledge Required:**

Excellent interpersonal and organisational skills.  
Excellent oral and written communication abilities.  
Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin  
A high level of proficiency in IT and use of Microsoft Office (Word & Excel)  
Willingness to upskill where necessary.  
Ability to plan and work efficiently on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job.  
Ability to relate well to children.  
Positive outlook and willingness to contribute to the overall school development.  
Commitment to uphold the ethos of the school.  
Previous experience in a school setting desirable.

The above description is not exhaustive.

Please note applications will be accepted by email only to [ladyswellrecruitment@gmail.com](mailto:ladyswellrecruitment@gmail.com) marked for the attention of The Principal.

Closing date for applications is Friday 31st May at 2.30pm.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	19850F
<b>Apply To:</b>	Ladyswell NS Dromheath Gardens Mulhuddart Dublin 15 D15DD40
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 15
<b>Enquiries To:</b>	<a href="mailto:ladyswellrecruitment@gmail.com">ladyswellrecruitment@gmail.com</a>
<b>Website:</b>	<a href="https://www.ladyswellns.ie">https://www.ladyswellns.ie</a>