

ADVERT ID 225773

## Secretary / Administrator

### Sandymount Park Educate Together Secondary School

Beach Road Sandymount

<https://www.sandymountparketss.ie>

Sandymount Park ETSS

#### MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Fri Oct 4 2024 15:30:14
Application Closing Date:	Fri Oct 18 2024
Commencement Date:	Mon Nov 4 2024
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	25

#### SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Co-Educational
Current Enrolment:	450
Droichead school:	Yes

#### POST DETAILS

##### Additional Information:

Sandymount Park Educate Together Secondary School is inviting applications for the role of School Secretary. This is a new additional administration role within the school office and is a part-time position, 25 hours per week, from 8:30am to 1:30pm.

The appointment is subject to Garda Vetting and a 6-month probationary period.

##### Requirements:

The ideal candidate will have prior experience in office administration. As an integral part of the school community, the School Secretary will work closely with the principal and administrative team.

##### Key Responsibilities:

- Perform general secretarial duties as assigned by the Principal or Deputy Principal.
- Collaborate with the Principal, Deputy Principal, and other staff in a supportive and efficient manner.
- Communicate with parents, staff, students, and visitors in person, by phone, and via email in a welcoming, professional, and confidential manner.
- Organise and maintain school databases and filing systems, including OLCS, PPOD, VSware, O365, and Excel.
- Manage school correspondence with a high level of professionalism and confidentiality.
- Maintain and file all necessary documentation.
- Liaise with service providers, suppliers, and visitors as required.
- Coordinate internal communication, including post, phone messages, and email.
- Adhere to school policies, particularly those related to Child Safeguarding, Health and Safety, and GDPR/Data Protection, and report any concerns appropriately.

##### Skills and Knowledge Required:

- Excellent interpersonal and organisational skills.
- Strong oral and written communication abilities.
- Proficiency in IT with strong attention to detail.
- Willingness to upskill as needed.
- Ability to work independently and as part of a team, using initiative where required.
- A positive outlook and a desire to contribute to the overall development of the school.

#### How to Apply:

Applications should be submitted by email only. Please include "Secretary Application" in the subject line. Those shortlisted for interviews will be contacted via email.

Send your CV and a letter of application to: [recruitment@sandymountparketss.ie](mailto:recruitment@sandymountparketss.ie).

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	68305F
<b>Apply To:</b>	Beach Road Sandymount Dublin 4
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 4
<b>Enquiries To:</b>	<a href="mailto:recruitment@sandymountparketss.ie">recruitment@sandymountparketss.ie</a>
<b>Website:</b>	<a href="https://www.sandymountparketss.ie">https://www.sandymountparketss.ie</a>
<b>Further Information:</b>	<a href="https://www.sandymountparketss.ie">https://www.sandymountparketss.ie</a>

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