

ADVERT ID 230590

## Secretary / Administrator

### St. Kilian's German School

Roebuck Road Clonskeagh Dublin 14 Dublin  
<https://www.kilians.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Fri Mar 14 2025  
**Application Closing Date:** Mon Mar 31 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 478  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

St. Kilian's Deutsche Schule Dublin is seeking to fill the position of a full-time/part-time school secretary. We offer a responsible, varied position in an international environment with a pleasant working atmosphere, flat hierarchies and the opportunity for personal development. The role of the School Secretary will include but is not limited to:

- Compiling and maintaining of a student database management system.
- Management of the full enrolment process to Kindergarten, Primary and Secondary school.
- Complete forms in accordance with school and DES procedures, following education legislation
- Administrative support to school management and staff
- Preparing and submitting of all computerized statistical returns to the Department of Education
- October returns to the Department of Education on PPod
- Management of school's main e-mail account.
- Telephone support
- Dealing with enrolment queries and general enquiries by phone and email
- Responsibility for outgoing post
- Assistance with annual events
- First Aid
- Assisting in organization of school events

Work experience and special aptitudes:

- Experience in similar roles
- The working language for this role is English, knowledge of the German language is an advantage.
- Experience with school management systems (PPod and Edval) desirable
- Ability to work on own initiative and also as part of a team and discretion to work with confidential information
- Excellent computer skills (Microsoft Office)
- Ideal candidate shall be flexible; possess excellent communication & organisational skills and a high level of attention to detail.

We are looking for the candidate to start as soon as possible and welcome both full-time and part-time applications, with details to be discussed during the selection process. We will offer a salary commensurate with the candidates experience. Please send your application with a cover

letter and CV to Anja Paulick (vwl@kilians.com) with the subject 'School Secretary'.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	60630W
<b>Apply To:</b>	St.Kilian's German School Roebuck Road Clonskeagh Dublin 14 Dublin
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 14
<b>Enquiries To:</b>	<a href="mailto:vwl@kilians.com">vwl@kilians.com</a>
<b>Website:</b>	<a href="https://www.kilians.com">https://www.kilians.com</a>
<b>Further Information:</b>	<a href="https://www.kilians.com/careers/school-secretary-full-time/">https://www.kilians.com/careers/school-secretary-full-time/</a>

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