

ID FÃ°GRA 235646

RÃ°naÃ°

Monkstown Park Junior School

Upper Mounttown Road Dun Laoghaire A96 X096
<https://www.mpjs.ie>



PRÃ°OMHSHONRAÃ°

StÃ°idas:	DÃ°ghnÃ°omhaithe
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	DÃ°ar Beal 29 2025
SpriocdhÃ°ta le haghaidh larratas:	Aoine Meith 6 2025
DÃ°ta Tosaithe:	Luan LÃ°n 18 2025
StÃ°idas an Phoist:	Buan
LÃ°on na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ°il Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°trÃ°nacht na Scoile:	Caitliceach
LÃ°on lomiÃ°n na mBall	6
Foirne MÃ°nteoireachta:	
Rolla Reatha:	80
Scoil Droichead:	TÃ°i

SONRAÃ° AN PHOIST

Eolas Breise:

Job Purpose:

To provide efficient and effective administrative and secretarial support to the school, ensuring smooth day-to-day operations. The role includes responsibility for managing financial records using Sage Accounts and Payroll, as well as liaising with staff, parents, and external bodies in a professional and friendly manner.

Key Responsibilities:

Administrative Duties:

- â° Manage the school office, including handling phone calls, emails, and post.
- â° Maintain accurate and up-to-date school records, including pupil information systems.
- â° Provide secretarial support to the Principal and senior leadership team, including diary management, meeting coordination, and minute taking.
- â° Organise and manage school communications, newsletters, and notices to parents and staff.

Student Enrolment:

- â° Correspond with prospective parents of students looking to enrol in the school.
- â° Correspond with agents who represent prospective parents of students looking to enrol in the school.
- â° Manage the administrative duties associated with the student enrolment process.

Finance and Sage Accounts:

- â° Use Sage Accounts to process purchase orders, invoices, and payments.
- â° Reconcile bank statements and ensure accurate financial record keeping.
- â° Manage petty cash, school trips, and fundraising income/expenditure.
- â° Liaise with external suppliers and contractors, ensuring timely payment and resolving any discrepancies.

Pupil and Staff Support:

- Welcome visitors, parents, and pupils to the school, ensuring safeguarding procedures are followed.
- Support with staff HR records.
- Assist with Open days
- Assist with staff yard supervision

Person Specification:

Essential:

- Proven experience in a school office or similar administrative environment.
- Proficient in Sage Accounts and general financial administration.
- Strong IT skills, including Microsoft Office (Word, Excel, Outlook).
- Excellent communication and organisational skills.
- Ability to manage multiple tasks with attention to detail and confidentiality.
- Confidentiality is a must have quality for this role

Additional Information:

- This post is subject to a Garda check.
- The role requires strict adherence to safeguarding policies and data protection legislation.
- Some flexibility in working hours may be required during busy periods (e.g., term starts, financial year-end).

Hours of Work:

Monday to Friday, 8:30am to 4pm
Third week in August to June 30th
School Holidays at Easter, Christmas, Mid-terms etc, some requirement to attend if needed occasionally for admin purposes.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbháil Reachtáil bailiú ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tríd

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Cuir Iarratas Chuig:	Stephen Gleeson, Chairperson, Board of Management, Monkstown Park Junior School. Email: applications@mpjs.ie
Contae:	Baile Átha Cliath
Ceantar Poist:	County Dublin
Ceisteanna Chuig:	info@mpjs.ie
Suíomh Grádasáin:	https://www.mpjs.ie
Tuilleadh Eolais:	https://www.mpjs.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadáil le haghaidh áisáide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosdáil, a chéipeáil ná a áisáid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ré á IPPN.