

ID FÃ©GRA 242055

RÃ©naÃ© / RiarthÃ©ir

Malahide Portmarnock Educate Together Secondary School

Swords Enterprise Park, Feltrim Road, Drinan Swords K67 P7Y5
<https://www.mpetss.ie>



PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Iarbhunscoil
DÃ©ta PostÃ©ilte:	DÃ©ar IÃ©il 31 2025
SpriocdhÃ©ta le haghaidh larratas:	CÃ©ad LÃ©n 6 2025
DÃ©ta Tosaithe:	CÃ©ad LÃ©n 27 2025
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1
LÃ©on uaireanta sa tseachtain:	20

SONRAÃ© SCOILE

CineÃ©il Scoile:	MeÃ©inscoil Dheonach
StruchtÃ©r na Scoile:	Comhoideachas
Rolla Reatha:	720
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

MPETSS is looking for an enthusiastic, professional School Secretary/Administrator who is competent and experienced in Office Administration.

Essential Criteria:

- Administrative skills and general office experience.
- Excellent typing skills and proficiency in Microsoft applications (Word, Excel & Outlook) 365 & Office Management skills .
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record keeping and adherence to procedures and policies.
- Administrative skills to support the management of school finances.
- Ability to plan and work on one's own initiative with the ability to work in a team environment with the Principal and other school staff.
- Flexible attitude and approach to work.
- A high level of Confidentiality and Discretion is expected.
- Knowledge of GDPR and Data Protection requirements.

Desirable:

- Familiarity with school systems (e.g. PPOD, OLCS & VSware) and with the management of school finances and on-line payment systems (eg. Accounts Software SAGE 50 or similar, Payroll (SAGE Quickpay), Revenue(RCT & VAT), Online Banking, Online Payment System, Budgeting),

The Role of the School Secretary/Administrator is to contribute to the smooth running of the school through the provision of high quality administration and professional office service.

Key Duties and Responsibilities include but not limited to the following:

- Act as first point of contact for visitors to the school.
- Managing school communications: phone, email, VSware (School Database Platform), The Online Claims System (OLCS) and Post Primary Online Database (PPOD), updating School App and Website.

• Managing school correspondence, postage etc.
• Updating, managing and storing school records in compliance with GDPR.
• General school administration and office management.
• Assisting with the organisation of school events and activities.
• Procurement of resources for identified area of the school and Managing tender process for areas such as furniture, equipment etc
• Liaising with and organizing service providers to the school.
• Other duties as allocated by the Principal or Deputy Principal.

The appointment is subject to the following: Garda vetting, completion of MedMark medical clearance, provision of referee contact details, and the successful candidate will be required to undertake TUSLA child protection training.

Two written references are requested. Please only email to recruitment@mpetss.ie. Shortlisting will apply and only those shortlisted will be contacted.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Tagairt (scríofa)
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tríd

- Réomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	68308L
Cuir Iarratas Chuig:	The Board of Management Swords Enterprise Park, Feltrim Road, Drinan Swords K67 P7Y5
Contae:	Baile Átha Cliath
Ceantar Poist:	County Dublin
Ceisteanna Chuig:	recruitment@mpetss.ie
Suíomh Grádasáin:	https://www.mpetss.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadú le haghaidh áise ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áosláil, a chéipeáil níl a áise chun críochna 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.