

ID FÃ©GRA 242877

RÃ©naÃ©

Harold School

Eden Road Lower Glathule Glathule Dun Laoghaire A96X043
<https://www.theharoldschool.ie>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	Luan LÃ©n 11 2025
SpriocdhÃ©ta le haghaidh larratas:	Aoine LÃ©n 22 2025
DÃ©ta Tosaithe:	Luan MFÃ©mh 1 2025
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©l Scoile:	PrÃ©omhshruth le Ranganna Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©trÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©n na mBall	38
Foirne MÃ©nteoireachta:	
Rolla Reatha:	651
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©onadh a dÃ©?fhÃ©adfadh teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ta a fhaomhfaidh an Bord an t-iarrthÃ©ir rathÃ©il (ceithre mhÃ© i gcÃ©is poist mhÃ©nteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

Please put "Admin. secretary application " in the subject line of your email application to principal@haroldschool.ie

The Interview Board will interview candidates during the last week of August 2025

The Board of Management of The Harold School, Glathule, Dun Laoghaire is seeking an Administrative Secretary to work in the busy admin. office of our warm and welcoming school. This key role at the heart of our school demands a high level of professionalism, flexibility, and initiative, working alongside the Principal and Deputy Principal and staff to ensure the smooth running of the school.

This on-site role is for 37 hours per week over 5 days.

The position is permanent, subject to a three-month probationary period.

The successful applicant will be recruited in line with the terms and conditions as set out in DES Circular 36/2022 and DES Circular 007 of 2024 (Entitlement Leave for School Secretaries).

Essential Personal Qualities

â?¢ Excellent interpersonal skills and ability to engage with all members of the school community

â?¢ Ability to work on one's own initiative and also as part of a team

â?¢ Strong multi-tasking skills with the ability to prioritise, work under pressure, and meet deadlines

â?¢ Reliability, trustworthiness, and strict adherence to confidentiality

- Flexibility and adaptability to meet the evolving needs of the school
- Proactive in identifying improvements to ensure smooth systems and procedures
- A positive outlook and a willingness to contribute to the overall development of the school

Essential Skills and Experience

- Strong administrative skills and general office experience, including day-to-day accounts
- Proficiency in Microsoft Office applications and excellent typing skills
- Experience working in a busy front-office environment/reception
- Excellent oral and written communication skills
- Outstanding organisational skills, with a focus on accurate record keeping and adherence to school procedures and policies
- Awareness of GDPR and data protection requirements (desirable)

Key Duties and Responsibilities

- Acting as the first point of contact for visitors in a friendly and competent manner
- Managing school correspondence and communication (post, email, and telephone, Aladdin Connect)
- Maintaining financial records. OLCS, POD, and managing online payments
- Updating, managing, and storing school records in compliance with GDPR and other regulatory requirements
- Administration of the school enrolment process
- Assisting with drafting and presentation of school documents
- General school administration and office management
- Maintenance of school and office supplies, procurement, and organisation of school events and activities
- Liaising with service providers and suppliers
- Other duties as allocated by the Principal or Deputy Principal

APPLICATION REQUIREMENTS

Letter of Application

Referees (name, role, contact no.)

CV (Digital) (email to principal@haroldschool.ie)

RIACHTANAIS IARRATAIS

- [Tá sá nriachtanach go mbeadh Dearbh Reacht il bail ag an duine a cheapfar agus go gcomhláin dh siad an Fhoirm Ghealltanais.](#)
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tr

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÍNTAS SEO

Uimhir Rolla: 20141G
Cuir iarratas Chuig: email : principal@haroldschool.ie
 Eden Road Lower
 Glathule
 Glathule
 Dun Laoghaire
 A96X043
Contae: Baile Átha Cliath
Ceantar Poist: County Dublin
Ceisteanna Chuig: admin@haroldschool.ie
Suíomh Grádasáin: <https://www.theharoldschool.ie>

Is ag IPPN atÁj an cÁ³ipcheart i dtaca leis an fhaisnÁ©is san fhÁ³gra seo agus dÁ©anann IPPN Á a cheadÁ°nÁ° le haghaidh Á°sÁjide ag cuardaitheoirÁ post amhÁjin. NÁ fÁ©idir an fhaisnÁ©is atÁj ann a ÁoslÁ³dÁjil, a chÁ³ipeÁjil nÁj a Á°sÁjid chun crÁocha ar bith eile, lena n-ÁjirÁtear a macasamhlÁ° ar shuÁomhanna grÁ©asÁjin earcaÁochta agus fÁ³graÁochta eile, gan cead sainrÁjite i scrÁbhinn a fhÁjil roimh rÁ© Á³ IPPN.