

ID FÃºGRA 243733

RÃºnaÃ / RiarthÃºir

Synge St CBS

Synge St CBS Synge St Dublin D08R283
<https://www.syngestreet.com>



PRÃºMHSHONRAÃº

StÃºdas:	GnÃºmhach
LeibhÃ©al:	Iarbhunscoil
DÃºta PostÃºilte:	Luan LÃºn 25 2025
SpriocdhÃºta le haghaidh larratas:	Aoine MFÃºmh 12 2025
DÃºta Tosaithe:	CÃ©ad DFÃºmh 1 2025
StÃºdas an Phoist:	Buan
LÃºn na bhFolÃºntas:	1
LÃºn uaireanta sa tseachtain:	35

SONRAÃº SCOILE

CineÃºl Scoile:	MeÃºnscoil Dheonach
StruchtÃºr na Scoile:	BuachaillÃº
Rolla Reatha:	310
Scoil Droichead:	TÃº

SONRAÃº AN PHOIST

Eolas Breise:

Synge St CBS/Gaelcholaiste Synge invites applications for the position of School Secretary (35 hours per week, 8:30 a.m.â3:30 p.m., Monday to Friday.

This is a key role in the school, greeting school visitors and providing administrative support to ensure the effective running of the school office.

Essential Requirements:

- â Proficient in Irish.
- â Strong interpersonal skills and clear written and verbal communication.
- â Strong administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies.
- â Proficiency in Microsoft Office 365 suite.
- â Excellent typing and office management skills.
- â Ability to work as part of a team.
- â Flexible and adaptable approach to work.
- â Awareness of the need for confidentiality and discretion.
- â Knowledge of GDPR and data protection.

Desirable:

- â Familiarity with PPOD, OLCS, VSware (training will be provided).

Key Responsibilities:

- â Acting as the school's initial point of contact for visitors (including parents/guardians of our students).
- â Managing communications: phone, email, school app, website, VSware (school database platform), OLCS (On-Line Claims System); PPOD (Post-Primary Online Database)
- â Handling correspondence, postage, and school record management in line with GDPR.
- â Supporting school events and liaising with service providers.
- â General office administration and other duties as assigned by the Principal or Deputy

Principal.

Appointment Requirements:

The appointment is subject to Garda vetting, MedMark medical clearance, receipt of positive references, and Department of Education & Youth approval.

The successful candidate will be required to complete TUSLA child protection training and will undertake duties consistent with the role of the school secretary/administrator.

Please email applications to recruitment@syngestreet.com by 12.00pm on Friday, 12th September 2025. Shortlisting will apply, and only those shortlisted will be contacted.

Note: All newly recruited secretaries/administrative staff will be employed under the terms and conditions of Department of Education and Youth Circulars 0036/2022 & 0020/2025. The appointed candidate will commence at point 1 of the salary scale unless they have previous recognised experience in a school administration role.

RIACHTANAIS IARRATAIS

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

Is fíoridir iarratais a chur isteach trá

- Réomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	60470D
Cuir Iarratas Chuig:	recruitment@syngestreet.com
Contae:	Baile Átha Cliath
Ceantar Poist:	Dublin 8
Ceisteanna Chuig:	recruitment@syngestreet.com
Suíomh Grádasáin:	https://www.syngestreet.com

Is ag IPPN atá an cás ipheart i dtaca leis an fhaisnéis san fhásgra seo agus dá anann IPPN á a cheadá n le haghaidh á sáide ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áoslá d'áil, a chásipeáil ná a á sáid chun críoche ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fá sgráíochta eile, gan cead sainráite i scríbhinn a fháil roimh ré á IPPN.