

ID FÃ©GRA 244007

RÃºnaÃ / RiarthÃ©ir

Sandymount Park Educate Together Secondary School

Beach Road Sandymount

<https://www.sandymountparketss.ie>

Sandymount Park ETSS

PRÃ©OMHSHONRAÃ

StÃ¡das:	GnÃomhach
LeibhÃ©al:	Iarbhunscoil
DÃ¡ta PostÃ¡ilte:	Domh LÃºn 31 2025
SpriocdhÃ¡ta le haghaidh larratas:	Luan MFÃ©mh 15 2025
DÃ¡ta Tosaithe:	Luan MFÃ©mh 29 2025
StÃ¡das an Phoist:	TÃ©arma Seasta
LÃºn na bhFolÃºntas:	1
LÃºn uaireanta sa tseachtain:	25

SONRAÃ SCOILE

CineÃ¡il Scoile:	MeÃ¡nscoil
StruchtÃºr na Scoile:	Comhoideachas
Rolla Reatha:	450
Scoil Droichead:	TÃ¡

SONRAÃ AN PHOIST

Eolas Breise:

Sandymount Park Educate Together Secondary School is inviting applications for the role of School Secretary. This is an additional administration role within the school office and is a part-time position, 25 hours per week, from 8:30am to 1:30pm.

The appointment is subject to Garda Vetting and a 6-month probationary period.

Requirements:

The ideal candidate will have prior experience in office administration. As an integral part of the school community, the School Secretary will work closely with the principal and administrative team.

Key Responsibilities:

â?¢ Perform general secretarial duties as assigned by the Principal or Deputy Principal.

â?¢ Collaborate with the Principal, Deputy Principal, and other staff in a supportive and efficient manner.

â?¢ Communicate with parents, staff, students, and visitors in person, by phone, and via email in a welcoming, professional, and confidential manner.

â?¢ Organise and maintain school databases and filing systems, including OLCS, PPOD, VShare, O365, and Excel.

â?¢ Manage school correspondence with a high level of professionalism and confidentiality.

â?¢ Maintain and file all necessary documentation.

â?¢ Liaise with service providers, suppliers, and visitors as required.

â?¢ Coordinate internal communication, including post, phone messages, and email.

â?¢ Adhere to school policies, particularly those related to Child Safeguarding, Health and Safety, and GDPR/Data Protection, and report any concerns appropriately.

Skills and Knowledge Required:

â?¢ Excellent interpersonal and organisational skills.

â?¢ Strong oral and written communication abilities.

â?¢ Proficiency in IT with strong attention to detail.

â?¢ Willingness to upskill as needed.

â?¢ Ability to work independently and as part of a team, using initiative where required.

â?¢ A positive outlook and a desire to contribute to the overall development of the school.

How to Apply:

Applications should be submitted by email only. Please include "Secretary Application" in the subject line. Those shortlisted for interviews will be contacted via email.

Send your CV and a letter of application to: recruitment@sandymountparketss.ie.

RIACHTANAIS IARRATAIS

- [Tá sá@ riachtanach go mbeadh DearbhÁ° ReachtÁ°il bailÁ ag an duine a cheapfar agus go gcomhlÁ;nÁ³dh siad an Fhoirm Ghealltanais.](#)
- Litrir Iarratais
- TagairtÁ (scrÁofa)
- CV (Digiteach)

Is fÁ°idir iarratais a chur isteach trÁ

- RÁomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	68305F
Cuir Iarratas Chuig:	Beach Road Sandymount
Contae:	Baile Á³tha Cliath
Ceantar Poist:	Dublin 4
Ceisteanna Chuig:	recruitment@sandymountparketss.ie
SuÁomh GrÁ°asÁ³in:	https://www.sandymountparketss.ie
Tuilleadh Eolais:	https://www.sandymountparketss.ie

Is ag IPPN atÁ³ an cÁ³ipcheart i dtaca leis an fhaisnÁ°is san fhÁ³gra seo agus dÁ°anann IPPN Á a cheadÁ°nÁ° le haghaidh Á°sÁ³ide ag cuardaitheoirÁ post amhÁ³in. NÁ fÁ°idir an fhaisnÁ°is atÁ³ ann a Á°oslÁ³dÁ³il, a chÁ³ipeÁ³il nÁ³ a Á°sÁ³id chun crÁ°ocha ar bith eile, lena n-Á³irÁ³tear a macasamhlÁ° ar shuÁomhanna grÁ°asÁ³in earcaÁ°ochta agus fÁ³graÁ°ochta eile, gan cead sainrÁ³ite i scrÁ³bhinn a fhÁ³il roimh rÁ° Á³ IPPN.