

ID FÃ©GRA 246484

RÃ°naÃ°

Rathgar NS

Rathgar National School Rathgar Avenue Rathgar Rathgar D06 DK35
<https://www.rathgarns.ie>



PRÃ°OMHSHONRAÃ°

StÃ°das:	GnÃ°mhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	Luan Samh 10 2025
SpriocdhÃ°ta le haghaidh larratas:	Sath Samh 29 2025
DÃ°ta Tosaithe:	Luan Ean 5 2026
StÃ°das an Phoist:	PÃ°irtaimseartha
LÃ°on na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ°il Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°itrÃ°nacht na Scoile:	Modhnach
LÃ°on IomlÃ°n na mBall	5
Foirne MÃ°inteoireachta:	
Rolla Reatha:	94
Scoil Droichead:	NÃ°i

SONRAÃ° AN PHOIST

PainÃ°al larratasÃ°irÃ°:

FÃ°adfar painÃ°al inmheÃ°nach 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°inteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

Rathgar National School is looking for an enthusiastic, flexible and hard-working school administrator on a job-share basis.

This is a job share position working on a split week (Thurs/Friday/Mon/Tues/Wed) for 5 hours each day, totalling 25 hours per fortnight. Normal working hours are 8.30-1.30.

We are a 4 classroom school, with very friendly staff and families. Ideally we'd like someone with experience of primary school office work, or someone with great organisational skills and previous office administration experience.

The following information should be read carefully:

Please refer to Circular 0007/2024 for information on leave entitlements for secretaries and to Circular 0020/2025 for information on salary. The entry-level for this role is on the first point of the scale, unless the candidate has previous work experience as a School Secretary.

The appointment is subject to Garda Vetting; completion of occupational medical clearance (Medmark); satisfactory references; and the successful candidate will be required to undertake TUSLA child protection training. A completed Statutory Declaration and Form of Undertaking will be required on taking up the position. This position is subject to a probationary period of six

months.

The school administrator is an integral part of the school community, working closely with the school principal, and will manage the school office in a welcoming, professional, and discreet manner. This position requires experience in office management and administration and experience within an educational setting is preferable.

The successful candidate will have:

- Excellent interpersonal and communication skills (both oral and written)
- Administrative and secretarial skills
- Proficiency in ICT including word processing, spreadsheets, email etc.
- Knowledge of GDPR & Data Protection requirements
- Excellent organisational skills and attention to detail ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- The ability to plan and work on own initiative, and also as part of a team
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexibility and adaptability to the needs of the school
- Knowledge in operating and maintaining an online banking and payment system
- A high level of Confidentiality and Discretion
- A commitment to uphold the ethos of Rathgar National School.

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following; Aladdin, Esinet (POD, OLCS), School Accounting, MS Office, on-line banking/payment systems, ROS (Revenue).

Key Duties & Responsibilities: Responsibilities include but are not limited to:

- Working in close co-operation with the Principal, Deputy Principal and school staff
- Being the first point of contact for all visitors to the school and dealing with parents, visitors etc in a welcoming manner
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- General secretarial and administrative duties consistent with the role of school
- Liaison with representatives of service providers, suppliers, school users and visitors
- Managing school correspondence with professionalism and confidentiality
- Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- Maintaining records of school finances including bank payments and entering & reconciling all payments on accounting system
- Maintenance and filing of all invoices and documentation and maintaining all financial records and managing online payments and receipt of funds
- Maintenance of records of staff leave and supporting substitute cover process
- Maintenance and updating of all pupil records on Aladdin
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements
- Procurement of resources and the management of school office supplies
- Attend meetings and events as required.

The above is not exhaustive. A willingness to learn new skills and systems will be required.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reacht il bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Réiteoir (ainm, rár, uimhir theagmhla.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 14717B
Cuir Iarratas Chuig: rathgarns.recruitment@gmail.com
Including letter of application, CV and referees in pdf format
Contae: Baile Átha Cliath
Ceantar Poist: Dublin 6
Ceisteanna Chuig: rathgarns.recruitment@gmail.com
Suíomh Grádasáin: <https://www.rathgarns.ie>
Tuilleadh Eolais: <https://www.rathgarns.ie>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN a cheadaí le haghaidh áise ag cuardaitheoir post amháin. Níl fíidir an fhaisnéis atá ann a áosláil, a chéipeáil ná a ásid 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 rí IPPN.