

ADVERT ID 184290

## Secretary / Administrator

### Firhouse Educate Together Secondary School

Oldcourt Road Ballycullen D24 NY6R

<https://www.firhouseetss.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Nov 28 2022 10:11:55  
**Application Closing Date:** Mon Dec 12 2022  
**Commencement Date:** Wed Jan 4 2023  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 35

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** A wonderful opportunity to join the expanding team in Firhouse Educate Together Secondary School, in the position of full-time school secretary. School experience is desirable.

**Key duties and responsibilities:**

- managing the school office
- reception duties
- the preparation of school documents and filing of all documents
- enrolment
- preparing reports and minuting meetings for the Board of Management
- performing administrative and other related duties as required by the school principal.

**Essential skills:**

- Strong organisational, communication and interpersonal skills required
- Ability to initiate, plan and work on own initiative required, along with the ability to work in a team environment
- Excellent computer skills essential, including proficiency with Microsoft Office and its applications. Knowledge of software such as VSWare an advantage but not essential
- GDPR awareness and associated confidentiality required.

**Hours:**

- 35 hours per week (08:15 - 15:45)
- Some additional hours may be required from time to time.

The salary scale can be accessed in Circular Letter 0036/2022 - <https://www.gov.ie/en/circular/ea4c0-revision-of-salaries-and-annual-leave-arrangements-for-school-secretaries-employed-in-recognised-primary-and-post-primary-schools/>

Please email your CV, letter of application, 2 written references and copies of relevant qualifications to [recruitment@firhouseetss.ie](mailto:recruitment@firhouseetss.ie).

Firhouse Educate Together Secondary School, opened in August 2018 as a restorative, equality-based second-level school. Our school motto, Be Your Best Self, is something that the whole school community tries to live by daily.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 68307J  
**Apply To:** [recruitment@firhouseetss.ie](mailto:recruitment@firhouseetss.ie)  
**County:** Dublin  
**Postal District:** Dublin 24  
**Enquiries To:** [recruitment@firhouseetss.ie](mailto:recruitment@firhouseetss.ie)  
+35319618199  
**Website:** <https://www.firhouseetss.ie>

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