

ADVERT ID 226131

## Secretary / Administrator

### St. Kilian's German School

Roebuck Road Clonskeagh Dublin 14 Dublin

<https://www.kilians.com>

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Thu Oct 10 2024 11:20:55  
**Application Closing Date:** Sun Nov 10 2024  
**Commencement Date:** Mon Jan 6 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 40

#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 437

#### POST DETAILS

##### Additional Information:

School Secretary (Full-Time)

St. Kilian's Deutsche Schule Dublin is seeking to fill the position of a full-time school secretary. We offer a responsible, varied position in an international environment with a pleasant working atmosphere, flat hierarchies and the opportunity for personal development. Fluency in the German language is an advantage. The role of the School Secretary will include but is not limited to:

- Compiling and maintaining of a student database management system.
- Management of the full enrolment process to Kindergarten, Primary and Secondary school.
- Complete forms in accordance with school and DES procedures, following education legislation
- Administrative support to school management and staff
- Preparing and submitting of all computerized statistical returns to the Department of Education
- October returns to the Department of Education on PPod
- Management of school's main e-mail account.
- Telephone support
- Dealing with enrolment queries and general enquiries by phone and email
- Responsibility for outgoing post
- Assistance with annual events
- First Aid
- Assisting in organization of school events

Work experience and special aptitudes:

- English speaker – Fluency in German an advantage
- Experience in similar roles
- Experience with school management systems (PPod and Edval) desirable
- Ability to work on own initiative and also as part of a team and discretion to work with confidential information
- Excellent computer skills (Microsoft Office)
- Ideal candidate shall be flexible; possess excellent communication & organisational skills and a high level of attention to detail.

We are looking for a candidate to start on the 06. January 2025. There may be the possibility to work on a part-time basis during the handover period (January 2025 – June 2025). We will offer a salary commensurate with the candidates experience. Please send your application with a cover letter and CV to Anja Paulick (vwl@kilians.com) with the subject 'School Secretary'.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	60630W
<b>Apply To:</b>	Please send your application with a cover letter and CV to Anja Paulick (vwl@kilians.com) with the subject 'School Secretary'.
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 14
<b>Enquiries To:</b>	<a href="mailto:vwl@kilians.com">vwl@kilians.com</a>
<b>Website:</b>	<a href="https://www.kilians.com">https://www.kilians.com</a>

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