



# Part Time Secretary Job Description

Place of work: Sandymount Park ETSS, Beach Road, Sandymount D04 Y1F6

Hours: 8:30am – 1:30am Monday - Friday

Probationary period: 6 months

Annual leave: 22 days per year for full time, pro rata for part time. To be taken during periods of standardised school closure and/or school summer holidays. Standardised school closure in this regard refers to the October and February mid-term breaks; Christmas and Easter holidays and school summer holidays. Not more than 10 working days can be taken together at any given time.

Pay: €15:03 per hour

The School Secretary will work closely with the principal and administrative team.

## **Key Responsibilities:**

- Perform general secretarial duties as assigned by the Principal or Deputy Principal.
- Collaborate with the Principal, Deputy Principal, and other staff in a supportive and efficient manner.
- Communicate with parents, staff, students, and visitors in person, by phone, and via email in a welcoming, professional, and confidential manner.
- Organise and maintain school databases and filing systems, including OLCS, PPOD, VShare, O365, and Excel.
- Manage school correspondence with a high level of professionalism and confidentiality.
- Maintain and file all necessary documentation.
- Liaise with service providers, suppliers, and visitors as required.
- Coordinate internal communication, including post, phone messages, and email.
- 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:**

- Excellent interpersonal and organisational skills.
- Strong oral and written communication abilities.
- Proficiency in IT with strong attention to detail.
- Willingness to upskill as needed.
- Ability to work independently and as part of a team, using initiative where

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required.

- A positive outlook and a desire to contribute to the overall development of the school.

In addition to the listed duties the Secretary will undertake other duties as may be decided by the principal and/or the Board of Management and/or as may be determined by the needs of Sandymount Park Educate Together Secondary School.

The duties listed are not intended to be exhaustive or exclusive.

