



Part Time Receptionist Job Description

Place of work: Sandymount Park ETSS, Newgrove Avenue, Sandymount D04 Y1F6

Hours: 25 hours 8:30am – 1:30pm 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 per hour

The Receptionist will work closely with the school secretary, principal and administrative team.

Key Responsibilities:

- Perform general receptionist and office duties as assigned by the Principal or Deputy Principal.
- Collaborate with the Principal, Deputy Principal, School Secretary 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 PPOD and VSware.
- 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.
- 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 communication abilities.
- Proficiency in digital systems with strong attention to detail.
- Willingness to upskill as needed.
- Ability to work independently and as part of a team.
- A positive outlook and a desire to contribute to the overall smooth running of the school.

In addition to the listed duties the Receptionist 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 are not intended to be exhaustive or exclusive.