



### **Part Time Personal Secretary to the Principal - Job Description**

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

**Hours:** 20 hours 10am – 2pm 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:** €15:96 per hour in line with the School Secretary [Payscale](#)

#### **Personal Secretary to the Principal**

##### **Key Responsibilities:**

##### Principal & Board Support

- Manage Principal's diary, correspondence, and confidential records
- Prepare Board meeting agendas, papers, minutes, and maintain Board records

##### Recruitment

- Coordinate recruitment processes: advertisements, applications, interviews, vetting
- Prepare contracts and maintain personnel files

##### Department Returns & Compliance

- Submit statutory returns
- Process teacher registrations, qualifications, and salary claims
- Coordinate inspections and compliance documentation
- Maintain records for audit and compliance purposes

##### General Administration

- Adhere to school policies
- Coordinate school calendar, events, and communications
- Support data protection compliance (GDPR) and record retention schedules
- Provide administrative support for school policies and procedures
- Undertake other duties as assigned by Principal

##### **Skills and Knowledge Required:**

- Excellent interpersonal and organisational skills.
- Excellent 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
- A positive outlook and a desire to contribute to the overall development of the school

The duties listed are not intended to be exhaustive or exclusive