

ADVERT ID 238282

Secretary

An Chroí Ró Naofa (Senior)

Killinarden Tallaght Tallaght D24FY81
<https://www.sacredheartns.net>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jun 12 2025
Application Closing Date: Fri Jun 20 2025
Commencement Date: Mon Aug 25 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 24
Current Enrolment: 220
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

The Board of Management of Scoil N. An Chroí Ró Naofa, Killinarden, Tallaght, invites applications for the position of School Secretary.

The School Secretary is a key member of the school community, working closely with the Principal and school team to ensure the smooth and professional operation of the school office. The successful candidate will be warm, welcoming, highly organised, and capable of managing a dynamic and busy school environment.

This role requires flexibility, discretion, strong interpersonal skills, and a willingness to learn. A high level of professionalism and confidentiality is essential. The successful candidate should understand and support the school's Catholic ethos, mission, and its active role within the local parish and wider community.

Essential Skills and Qualities:

- Trustworthy and discreet, with a strong understanding of confidentiality and GDPR compliance
- Excellent interpersonal skills: ability to build positive relationships with pupils, staff, parents, and visitors while maintaining a calm, professional demeanour
- Highly organised: strong multitasking, attention to detail, and problem-solving skills
- Digital proficiency: competent in Microsoft Office (Word, Excel, Outlook), and general office technologies
- Strong communication skills: clear and professional written and verbal communication

Key Duties and Responsibilities (include but are not limited to):

- Providing administrative support to the Principal, Deputy Principal, and staff
- Acting as the first point of contact for parents, pupils, visitors, and service providers
- Managing communication via phone, email, post, and school platforms (e.g. Aladdin)
- Maintaining and updating school databases and systems including Aladdin, OLCS, and POD
- Supporting the management of school finances, including online payments, procurement, and monthly financial reporting (training will be provided)
- General secretarial and clerical duties including record keeping, correspondence, and filing
- Ensuring compliance with Child Protection, Health & Safety, and Data Protection regulations
- Managing school supplies and operating standard office equipment (e.g. photocopier, printer)
- Supporting and promoting the implementation of the school's DEIS Action Plan
- Contributing to a positive, supportive school environment and demonstrating a growth mindset

Position Details

- Full-time, school-based role: 35 hrs per week
- Working Hours: Monday to Friday, 8:30 AM – 3:30 PM

- The job description above is not exhaustive; a willingness to adapt, upskill, and take initiative is essential
- The successful applicant must be available for training before starting

Additional Information:

- The role is subject to the terms of Circulars 0020/2025, 0036/2022, and 0007/2024
- Starting salary is in line with the Department of Education's agreed pay scale for school secretaries. Relevant prior experience may be considered

The appointment will be subject to:

- Garda Vetting
- Completion of TUSLA Child Protection Training
- A 12-month probationary period
- Induction and ongoing training will be provided

We are proud to be a vibrant, child-centred, supportive school community. We look forward to welcoming a new School Secretary who shares our commitment to care, professionalism, and excellence in education.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19543T
Apply To:	recruitment@sacredheartsns.net FAO: Chairperson
County:	Dublin
Postal District:	Dublin 24
Enquiries To:	info@sacredheartsns.net
Website:	https://www.sacredheartsns.net
Further Information:	https://www.sacredheartsns.net