

ADVERT ID 244540

## Secretary / Administrator

### Ardscoil na Tríonoide

Ardscoil na Tríonoide Rathstewart Athy R14DK12  
<https://www.ardscoil.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Fri Sep 12 2025  
**Application Closing Date:** Fri Sep 26 2025  
**Commencement Date:** Mon Oct 13 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 882  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Ardscoil na Tríonoide is a voluntary co-educational secondary school under the trusteeship of CEIST. All members of our school community are expected to uphold the ethos of the school. For more details on our ethos please visit [www.ardscoil.ie](http://www.ardscoil.ie).

There are two positions: Full-time (37.5 hours), Part-time (25 hours)

The post covers a wide range of duties and includes but is not limited to:

- Provision of secretarial/administrative support to the Principal and Senior Leadership team in all its different aspects in a thorough, efficient and organised manner.
- Working as part of a team and closely with other members of the Administration team to ensure a smooth running of all administrative and communication tasks.
- To receive correspondence and documents and to deal with them in an appropriate and timely manner.
- Communicate with parents, students, staff and visitors in person and by phone and via email in a welcoming, professional and confidential manner.
- Maintenance and update of school databases, Student Management Information System (VShare), observing GDPR guidelines – to include managing aspects of class lists, timetabling and return of data to the Department of Education and the Post Primary Online Database (PPOD).
- Preparation of school reports including a data analysis of results.
- Updating daily attendance records for the school community.
- Communicating with all stakeholders, visitors, personnel etc. including answering phone, queries and correspondence, preparation of newsletters and other routine correspondence.
- Assisting in all aspects of the school's book and stationery scheme.
- Drafting letters, agendas, memos etc. as required.
- Maintain and file all necessary documentation.
- Liaise with service providers, suppliers and visitors as required.
- Assisting and partaking in the organising of parent teacher meetings, school events and activities.

- Updating of the school website and internal intranet, user/email setup.
- Assisting with the management of digital devices within the school.
- Managing school admissions and data systems under the direction of the Senior Leadership Team.
- Preparation of - school correspondence on behalf of the Principal, Senior Leadership Team or other school personnel; staff meeting notes and routine correspondence.
- Coordinate appropriate documents for communication between school and with the Department of Education and other organisations.
- Complete forms in accordance with school and DES procedures, following education legislation.
- Preparation and distribution of a regular School newsletter and other routine correspondence.
- Liaising and communicating with ancillary staff.
- Experience in Financial Management and working closely with the School Bursar to ensure accurate record and reconciliation of intake of income, bank lodgements and other areas as required.
- Regular record of inventory and stock take including ordering of materials and resources across a wide range of areas of the school.
- To administrate and support the interview process for staff.
- To assess and administer First Aid to students who present as unwell when required (First Responder Training will be provided).
- Approaching work in a methodical manner, displaying accuracy at all times, including when conducting routine/repetitive tasks.
- Liaising with internal and external stakeholders, in a friendly, co-operative and courteous manner.
- Responsible for the efficient organisation and administration of the school.
- To perform such other similar duties as are required and generally to carry out such duties as required by the Principal, Deputy Principals, Board of Management or other persons with valid school work requests.

#### Requirements

- Previous experience and/or an understanding of working in a school environment in an administration role is desirable.
- Excellent IT skills including data systems, data analysis, proficiency in using Excel and Google platform (or similar).
- Strong written and verbal communication.
- Be flexible, friendly, professional and willing to adapt to new tasks and duties.
- Willing and open to further training and up-skilling as required.
- Ability to work as part of a team with excellent interpersonal skills and an awareness of ethical and sensitive issues when working in a school. A high level of confidentiality and discretion is essential.

#### Salary

Secretaries recruited must be employed by schools on the new terms and conditions set out in Department of Education Circular Letter 0036/2022 and 0055/2025 "Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised Primary and Post Primary schools". The appointed candidate will commence at Point 1 of the Salary Scale unless they have previous recognised experience in a school administration role. The employer of this position will be the Board of Management of Ardscoil na Tríonóide.

To apply please submit, by email ([vacancy@ardscoil.ie](mailto:vacancy@ardscoil.ie)) by 1pm 26th September, a cover letter (no more than two pages) outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Indicate which role you are interested in or if both.

Additionally, please attach a comprehensive curriculum vitae clearly showing the relevant qualifications and experience in your career to date together with referees contact details including a recent employment referee.

Salary will be determined by the approved Department of Education pay scale. The position will be subject to the terms of most recent Circular revision of Salaries and Annual leave arrangements for School Secretaries (Circular 0036/2022 & 0055/2025).

The appointment is subject to Garda Vetting, completion of MedMark medical clearance and the successful candidate will be required to undertake Tusla Child Protection Training. Shortlisting may apply and only those shortlisted will be contacted.

Shortlisted candidates will be invited to a skills demonstration prior to the interview.

Please note that it is proposed to conduct interviews at the earliest opportunity following the closing date, provisionally the week ending October 3rd.

Start Date will be as soon as possible after appointment but is dependent on Garda Vetting clearance.

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 68077S  
**Apply To:** Ardscoil na Trionoide  
Rathstewart  
Athy  
R14DK12  
**County:** Kildare  
**Enquiries To:** [vacancy@ardscoil.ie](mailto:vacancy@ardscoil.ie)  
**Website:** <https://www.ardscoil.ie>

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