

ADVERT ID 245731

Secretary

Killester Raheny Clontarf ETNS

Killester Raheny Clontarf Educate Together National School Collins Avenue East Killester Dublin 5 D05 F2H1
<http://krcetns.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Oct 15 2025
Application Closing Date: Wed Oct 29 2025
Commencement Date: Mon Nov 10 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 11
Current Enrolment: 176
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:

Killester Raheny Clontarf ETNS is looking for an enthusiastic, flexible and diligent school secretary.

This position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022.

This onsite role is for 27.75 hours per week over five days (Hours to be determined upon appointment).

The successful candidate will ideally have:

- ? Excellent administrative and organisational skills.
- ? High level of proficiency in Microsoft Office and Google Drive and good typing skills.
- ? Excellent communication skills, both verbal and written.
- ? Experience of basic financial systems to enable maintenance of school finance records, payroll and revenue returns.
- ? Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR and data protection regulations.
- ? Proven ability to work as part of a team.
- ? Some prior knowledge of school software systems including Aladdin, Esinet, OLCS, and POD is desirable.

Key Duties and Responsibilities include but not limited to the following:

- ? Organising, maintaining and updating school data bases: Aladdin Connect, The Online Claims System (OLCS), Department of Education Database (Esinet), and Primary Online Database (POD)
- ? First point of contact for service providers, suppliers, and visitors.
- ? Managing school correspondence and answering the school phone and emails.
- ? Updating, managing and storing school records in compliance with GDPR.
- ? Other duties as allocated by the Principal or Deputy Principal.
- ? General school administration and office management.
- ? Procurement of resources and the management of school office supplies.

This appointment is subject to a 6-month probationary period and satisfactory Garda vetting. The successful candidate will be required to complete Tusla Child Protection Training.

Please consult the Department of Education Circular 36/2022 for rates of pay and holidays for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of circular 0036/2022.

Only Short listed candidates will be contacted regarding arrangements for interview. Interviews will take place onsite the week of the 3rd of November 2025 in the school.

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
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20525B
Apply To: Killester Raheny Clontarf Educate Together National School
 Collins Avenue East
 Killester
 Dublin 5
 D05 F2H1
County: Dublin
Postal District: Dublin 5
Enquiries To: info.krcetns@gmail.com
Website: <http://krcetns.com>

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