

ADVERT ID 247048

Secretary / Administrator

Coláiste Phádraig CBS

Roselawn Lucan

<https://www.colaistephadraiglucan.ie/>

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Fri Nov 28 2025
Application Closing Date:	Thu Dec 11 2025
Commencement Date:	Mon Jan 12 2026
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	28

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Boys
Current Enrolment:	748
Droichead school:	Yes

POST DETAILS

Additional Information:

We are seeking an organised, efficient, and welcoming individual to provide essential administrative support to our school community. The School Secretary will serve as the first point of contact for parents, students, staff, and visitors, whilst managing the day-to-day administrative operations of the school office.

The salary scale associated with this position is the School Secretary Pay Scale as set out in Appendix 1 of Circular 0046/2023.

The position will be filled subject to the approval of the Department of Education & Youth and the Board of Management of Coláiste Phádraig.

Appointments will be according to Department of Education Circular 36/2022 subject to Garda Vetting and Child Protection documentation.

For further information, please contact recruitment@colaistephadraig.com

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: 60264A
Apply To: Roselawn
Lucan
County: Dublin
Postal District: County Dublin
Enquiries To: recruitment@colaistephadraig.com
Website: <https://www.colaistephadraiglucan.ie/>

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