

ADVERT ID 248146

Secretary

Donabate/Portrane ETNS

Beaverstown Road Donabate K36HX03
<https://www.dpetns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Feb 4 2026
Application Closing Date: Wed Feb 11 2026
Commencement Date: Mon Mar 2 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 30
Current Enrolment: 419
Droichead school: Yes

POST DETAILS

Additional Information:

We are currently looking for a part time secretary to join our Office Team.

The key duties of this position will include:

- * point of contact for all visitors and enquiries.
- * managing school communications – phone, email, databases (e.g. Aladdin, POD, OLCS).
- * Management of school financial accounts – payments, payroll, FSSU, RCT & VAT returns and corresponding with our school accountant.
- * Office management – maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- * Co-ordinating the school admissions process.
- * Working alongside the school management team.

The ideal candidate will demonstrate the following competencies:

- * Professionalism, discretion and the ability to maintain strict confidentiality.
- * Strong interpersonal and communication skills.
- * Book-keeping skills including knowledge of online banking etc.
- * A willingness to engage in Continuous Professional Development.
- * ICT proficiency and an interest in upskilling.
- * Knowledge in relation to GDPR, data protection, updating, managing and storing school records in accordance with GDPR compliance.
- * Ability to use own initiative, to work independently and as part of a team.
- * A positive outlook and a willingness to contribute to overall school development.
- * Very good planning and organisational skills.

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: 20161M
Apply To: recruitmentdpetns@gmail.ie
County: Dublin
Postal District: County Dublin
Enquiries To: susan.clarke@dpetns.ie
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