

**ADVERT ID 248156**

## Secretary

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### Donabate/Portrane ETNS

Beaverstown Road Donabate K36HX03

<https://www.dpetns.ie>

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#### MAIN DETAILS

**Status:** Active  
**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

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#### 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

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#### POST DETAILS

##### **Additional Information:**

The Board of Management invite suitably qualified applications for the part time, shared position of school secretary in Donabate Portrane ETNS, consisting of 17.5 hours per week, covering the school calendar year (42 weeks). The suitable candidate must be child centered, have the ability to work as part of a dynamic team and maintain confidentiality. Familiarity with our school ethos is also essential.

The position is subject to a six month probationary period, medmark screening and satisfactory garda vetting.

The key duties of this position 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 leadership 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.com  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [susan.clarke@dpetns.ie](mailto:susan.clarke@dpetns.ie)  
**Website:** <https://www.dpetns.ie>

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