

ADVERT ID 249703

Secretary

Holy Rosary NS

Old Court Avenue Firhouse
<https://www.holyrosaryps.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Apr 1 2026
Application Closing Date:	Sun Apr 19 2026
Commencement Date:	Tue May 5 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	42
Current Enrolment:	525
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of Holy Rosary Primary School invites applications for the position of Part-Time School Secretary.

This position will operate within a multi-secretary office, working alongside an existing full-time School Secretary in a large, busy primary school environment.

Position Details

- ? Hours: 18.5 hours per week
- ? Working Days: Preferred days are Wednesday, Thursday and Friday (open to discussion with the successful candidate)
- ? Contract: Part-time position
- ? Probation: The appointment will be subject to a 6-month probationary period
- ? Employer: Board of Management of Holy Rosary Primary School.

In addition to the weekly hours during the school year, secretarial support will also be required during the week following the closure of the school for the summer and for one week prior to the reopening of the school for the new academic year.

The position will operate under the terms of Department of Education Circulars 36/2022, 07/2024 and 10/2026. Salary is paid at the first point of the scale unless the successful candidate can provide evidence to the Department of Education and Youth of recognised previous service as a school secretary, in line with Circular Letter 0055/2025. Applicants are advised to consult the relevant circulars for full details regarding salary, leave entitlements and terms and conditions of employment.

Role Overview

The School Secretary is a key member of the school team and is responsible for the efficient running of the school office, supporting school management, staff, pupils and parents in a professional and welcoming manner.

Duties will include, but are not limited to:

Administration & Systems

- ? Maintain and update school administrative systems, including OLCS, POD and Aladdin
- ? Maintain accurate records in line with GDPR and Department of Education requirements

Reception & Communication

- ? Act as the first point of contact for the school office
- ? Manage reception, telephone enquiries and email correspondence
- ? Communicate effectively and professionally with parents, staff, pupils and visitors

Financial Administration

- ? Assist with school financial administration, including processing payments and maintaining records in line with Department guidelines
- ? Support the Treasurer and School Secretary in day-to-day financial tasks
- ? Experience in accounts desirable but not essential

General Administration

- ? Provide administrative support to the Principal, Deputy Principal and staff
- ? Maintain staff records (e.g. leave, CPD, contracts, appointment forms, vetting)
- ? Organise school communications and support school events
- ? Maintain effective filing systems (electronic and paper-based)

Operations & Organisation

- ? Order and manage office supplies
- ? Liaise with service providers, suppliers and external agencies
- ? Assist in organising transport and logistics for school activities

Compliance & Responsibilities

- ? Work in line with school policies and procedures, including Child Safeguarding, Data Protection (GDPR), Health & Safety and Confidentiality
- ? Participate in required training (e.g. Child Protection/Tusla eLearning)
- ? Carry out other duties appropriate to the role as assigned by the Principal

This list is not exhaustive and may be subject to change.

Essential Skills and Competencies

- ? Excellent organisational, communication and interpersonal skills
- ? High level of ICT competence
- ? Ability to work on own initiative and as part of a team
- ? Ability to maintain confidentiality at all times
- ? Flexibility and willingness to adapt to the needs of a busy school office

Desirable Experience

- ? Previous experience working in a school or office environment
- ? Familiarity with Aladdin, POD, OLCS or similar systems
- ? Experience in financial administration/accounts

Appointment Requirements

- ? The appointment is subject to Garda Vetting and satisfactory references
- ? The successful candidate will be expected to comply with all school policies and procedures

Application Process

Applications should include:

- ? A cover letter
- ? A CV
- ? Contact details for referees

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.

This position is subject to the fulfilment of vetting requirements.

Applications should be submitted by 19/04/2026 to: Chairperson at holyrosaryapplication@gmail.com

Shortlisting may apply.

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: 19878E
Apply To: Chairperson
holyrosaryapplication@gmail.com
County: Dublin
Postal District: Dublin 24
Enquiries To: holyrosaryapplication@gmail.com
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