

ADVERT ID 252555

## Secretary

### Naomh Padraig BNS

St Patrick's NS Cambridge Road Ringsend Dublin D04AP98

<https://www.stpatricksbnsringsend.ie>

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Thu May 14 2026
<b>Application Closing Date:</b>	Fri May 29 2026
<b>Commencement Date:</b>	Tue Sep 1 2026
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Classification:</b>	DEIS 1
<b>Total No. of Teaching Staff:</b>	22
<b>Current Enrolment:</b>	280
<b>Droichead school:</b>	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:

St Patrick's N.S., Ringsend, is seeking a full-time secretary for 37 (in person) hours per week, commencing at the start of the new academic year as Ringsend BNS and GNS amalgamate. The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional, and discreet manner. The ideal candidate will have a flexible attitude and approach, and he/she will understand the demands of working in a school environment. Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-

- \* Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and Sage.
- \* Managing school correspondence
- \* Maintenance of school and office supplies and operating all office machines.
- \* Maintenance and filing of all documentation
- \* Maintaining records of staff leave
- \* Liaising with representatives of service providers, suppliers, school users and visitors
- \* Working in close co-operation with the principal and staff
- \* Liaising with the BOM Chairperson, Treasurer, and School Accountant.
- \* Booking courses, venues, buses etc. and make necessary arrangements for school trips,

meetings, interviews etc.

- \* Carrying out other duties assigned by the principal and related to the post of school secretary
- \* Co-ordination of internal communications (post, telephone messages, email etc)

#### Essential Skills/ Knowledge Required:

- \* Excellent interpersonal and organisational skills
- \* Excellent communication skills (both verbal and written)
- \* Excellent typing/IT skills
- \* Excellent attention to detail
- \* The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- \* Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job
- \* A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, Powerpoint, Google Docs, Drive etc) with an ability and willingness to master new applications
- \* Maintaining records of school finances
- \* Experience of content management systems

#### Desirable Skills/Knowledge;

- \* Experience of operating database platforms such as or similar to the Online Claims System (OLCS), Pupil Online Database (POD), Aladdin
- \* Experience of basic financial systems (for example Sage) in line with FSSU (Financial Support Services Unit) requirements
- \* Experience of using school communication systems e.g. Aladdin Connect or similar.

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. This position is subject to a six month probationary period. Induction training will be facilitated.

Salary will be as per Department of Education guidelines.

Secretaries are recruited in line with the terms set out in Circular 36/2022. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a school secretary.

The post will commence in late August before the school reopens after the summer break.

Please apply via email to ringsendns@gmail.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:** 03917V  
**Apply To:** Msgr Dan O'Connor  
Chairperson  
St Patrick's NS  
Cambridge Road  
Ringsend  
Dublin  
D04AP98  
**County:** Dublin  
**Postal District:** Dublin 4  
**Enquiries To:** [ringsendns@gmail.com](mailto:ringsendns@gmail.com)  
**Website:** <https://www.stpatricksbnsringsend.ie>

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