

ADVERT ID 253667

Secretary / Administrator

St Paul's Secondary School

Greenhills Dublin 12 Dublin D12 E544

<https://www.stpaulsg.ie>

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Thu May 28 2026
Application Closing Date:	Thu Jun 11 2026
Commencement Date:	Tue Aug 4 2026
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	18

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Girls
Current Enrolment:	470
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of St Paul's Secondary School, Greenhills, Dublin 12 invites applications from suitably qualified persons for the role of Bursar / Accounts Administration.

This School Secretary (Accounts Administration) position is subject to the terms and conditions as set out in the Circular Letter 0036/2022. The secretary will report directly to the Principal and Board of Management and will provide financial and administrative support to the Principal and Senior Leadership Team in the delivery of their key functions.

Requirements and Qualifications:

- Experience in an Accounts setting an advantage.
- Knowledge of School Finances, with strong financial management skills.
- A willingness to learn.
- Excellent interpersonal and organisational skills.
- Familiarity with budget preparation and cash flow management.
- Solid time management skills with an ability to prioritise work.
- Excellent analytical skills and experience creating reports and presentations.
- Adhere to school policies, particularly those related to Child Safeguarding, Health and Safety, Procurement Procedures and GDPR/Data Protection, and report any concerns appropriately.
- Strong oral and written communication abilities.
- Proficiency in IT with strong attention to detail.
- Ability to handle multiple tasks simultaneously.
- A high degree of discretion and ability to work with sensitive and confidential data.
- A commitment to meeting deadlines.
- A willingness to avail of further training/CPD relating to the needs of the school.
- Ability to work independently and as part of a team, using initiative where required.
- Candidates must have a strong work ethic, respect the ethos of the school and be flexible in their approach.
- Candidates must have a positive outlook and a desire to contribute to the overall development of the school.

Key Responsibilities/Duties will Include:

- Perform general account secretarial duties as assigned by the Principal or Deputy Principal.
- Collaborate with the Principal, Deputy Principal, and other staff in a supportive and efficient manner.
- Organise and maintain school databases and filing systems.
- Manage school correspondence with a high level of professionalism and confidentiality.
- Maintain and file all necessary documentation.
- Liaise with service providers, suppliers, and visitors as required.
- Cover Reception as necessary during breaks, lunch, and holiday periods.
- Responsible for the efficient organisation and administration of the office and of keeping the Principal/Board of Management fully informed of all financial issues.
- Data entry to accounts package.
- Preparation of other financial reports as requested by the Principal/ Board of Management.
- Attendance at Finance Sub - Committee Meetings.
- Prepare the draft School Budget.
- Management of all school income.
- Controlling and accounting for all school bank accounts.
- Operation of VAT & RCT as per Revenue requirements.
- Process the Payroll on a timely and accurate basis of weekly and monthly payments.
- Operate the Payroll system and manage all statutory deductions.
- Submit statutory returns to the Revenue Commissioners for Payroll, VAT and RCT.
- Engage with the relevant national Procurement platform and procedures.
- Other ad hoc duties at the discretion of the Principal and Deputy Principal.

This list is not exhaustive.

Salary:

Secretaries recruited must be employed by schools on the new terms and conditions set out in Department of Education Circular Letter 0036/2022 "Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised Primary and Post Primary schools". The appointed candidate will commence at Point 1 of the Salary Scale unless they have previous recognised experience in a school administration role. The employer of this position will be the Board of Management of St Paul's Secondary School.

Garda Vetting will apply. Canvassing will disqualify.

Only shortlisted candidates will be contacted. Please note it is proposed to conduct interviews at the earliest opportunity following the closing date.

How To Apply:

Send your CV and Cover Letter by email only to principal@stpaulsg.ie outlining how you meet the requirements in the job description and why you would like to join the team at St Paul's Secondary School. The subject line of the email should read "Application for Accounts Secretary Position".

Closing date for applications: Thursday, 11th June, 2026 at 4pm.

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: 60902G
Apply To: Greenhills
Dublin 12
Dublin
D12 E544
County: Dublin
Postal District: Dublin 12
Enquiries To: principal@stpaulsg.ie
Website: <https://www.stpaulsg.ie>

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