

ADVERT ID 254448

## Secretary

### Esker Educate Together National School

The Glebe Esker Lane Lucan Lucan K78N239  
<https://www.eskeretns.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Fri Jun 5 2026  
**Application Closing Date:** Tue Jun 16 2026  
**Commencement Date:** Tue Sep 1 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Educate Together  
**Classification:** DEIS 2  
**Total No. of Teaching Staff:** 30  
**Current Enrolment:** 385  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**  
 Primary School Secretary (Permanent Job Share Position)

Working Pattern: Every Monday and Tuesday, and one Wednesday per fortnight.

Esker ETNS is a vibrant Educate Together school committed to fostering an inclusive, child-centred, and democratic learning environment. We are seeking an enthusiastic, highly organised, and professional School Secretary to join our administrative team in a permanent job-share role.

This is a key position within the school, providing administrative, financial, and organisational support to the Principal, staff, parents, pupils, and external agencies. The successful candidate will be the first point of contact for many visitors and will play a central role in ensuring the smooth and efficient operation of the school.

#### Key Responsibilities

- Providing administrative support to the Principal and school staff.
- Managing the school reception and responding to parent, staff, and visitor enquiries in a professional and welcoming manner.
- Maintaining school accounts, bookkeeping records, bank reconciliations, annual financial returns, and end-of-year accounts.
- Processing staff leave records and payment administration.
- Managing pupil enrolments and admissions processes.
- Maintaining and updating POD (Primary Online Database) records.
- Coordinating Garda Vetting administration.
- Administering the school's hot lunch programme.
- Liaising with the HSE, Department of Education, and other external agencies as required.

Supporting the planning, organisation, and communication of school events and activities.  
Managing correspondence, records, and confidential documentation.  
Assisting with general office administration and ensuring compliance with school procedures.  
Essential Requirements  
Excellent interpersonal and communication skills.  
Proven ability to work effectively in a busy office or reception environment.  
Strong organisational skills with excellent attention to detail.  
High level of discretion and ability to maintain confidentiality.  
Strong IT and administrative skills, including proficiency in Microsoft Office applications.  
Ability to work independently while contributing positively to a collaborative team environment.  
Commitment to supporting and upholding the ethos and values of an Educate Together school.

#### Desirable Requirements

Previous experience working in a school environment.  
Experience in bookkeeping, accounts administration, and financial reporting.  
Familiarity with FSSU financial systems and procedures (advantageous but not essential).  
Knowledge of school administration systems and Department of Education processes.

#### What We Offer

A permanent position within a welcoming and supportive school community.  
A varied and rewarding role at the heart of school life.  
Opportunities for professional development and training.  
A collaborative and positive working environment.  
If you are a highly organised individual with exceptional people skills and a commitment to providing excellent administrative support, we would be delighted to hear from you.

#### 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:** 20274C  
**Apply To:** The Glebe  
Esker Lane  
Lucan  
Lucan  
K78N239  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [eskeretnsrecruitment@gmail.com](mailto:eskeretnsrecruitment@gmail.com)  
**Website:** <https://www.eskeretns.ie>  
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