

ADVERT ID 255285

Secretary

Castleknock Educate Together NS

Beechpark Avenue Castleknock D15X094
<https://www.cetns.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Jun 12 2026
Application Closing Date: Fri Jun 19 2026
Commencement Date: Tue Jun 30 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 27
Current Enrolment: 421
Droichead school: 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:

Secretary Responsibilities

We are seeking an enthusiastic, highly organised, and professional School Secretary to join our administrative team in a permanent capacity.

This is a key position within the school, providing administrative, financial, and organisational support to the Principal, staff, parents, pupils, and external agencies.

Key Responsibilities include, but are not limited to:

1. General reception & front of house duties, presence at reception area with a courteous and professional manner
2. Enrolments
3. Student information & annual changeover data for all students
4. Recruitment arrangements, food etc
5. Aladdin, permissions, payments, maintain annual staff listings on Aladdin
6. POD, Department annual returns
7. School financial administration, including managing invoices, receipts, the school bank account, online payment systems, and purchasing/procurement records.
8. Book-Keeping re bus escort absences for payroll
9. IT oversight for all passwords, online accounts and applications.
10. NCSE annual information
11. Stationery/art orders
12. Managing school correspondence (post, telephone messages, email, etc)

13. Maintenance and filing of all documentation including archiving
14. OLCS weekly returns for all staff & all leave administration. Retaining staff leave information in files.
15. Liaise with agencies/personnel for all school visits, meeting arrangements etc
16. Liaise with companies/visitors on site re requirements and handovers
17. Garda Vetting all personnel
18. TY, TP & Work placement paperwork
19. Annual event preparations such as sponsored walk cards etc
20. Working in close cooperation with the Principal and Deputy Principal.
21. After Schools Activities co-ordination.

Awareness of and compliance with school policies and procedures, particularly regarding child safeguarding, health and safety, confidentiality and data protection and reporting any concerns to the appropriate person

Criteria & Competencies:

- Excellent administrative, organisational, and secretarial skills, with a high level of proficiency in IT (Microsoft Office Suite, Google Workspace, cloud storage).
- Superb interpersonal and communication skills (both written and verbal), with a warm, professional, and welcoming manner.
- Demonstrated ability to work independently, multi-task, and use initiative in a fast-paced environment, while working collaboratively as part of a close-knit school team.
- A high level of discretion, professionalism, and strict awareness of the vital importance of confidentiality and Data Protection (GDPR) in a school setting.
- Flexibility and a willingness to contribute positively to the overall community life and ethos of our school.

Desirable: Previous administrative experience working in a school environment and familiarity with Aladdin, POD, and OLCS is highly advantageous.

Application Requirements: Appointment will be subject to, but not limited to, satisfactory references, current national Garda Vetting clearance, Occupational Health Screening via Medmark, Child Protection training .

A probationary period will apply.

Core Terms, Contracts, and Annualisation Details: The original framework establishing the 52-week pay scale, leave configurations, and standard 37-hour working structures is outlined in Circular 0036/2022 (titled: Revision of Salaries for School Secretaries Previously Funded Under Ancillary Grant Funding).

A standard full-time school secretary working under the annualised pay agreement is contracted to work exactly 228 days per year.

Current Pay Scale Updates: The most recent structural pay adjustments (incorporating the February 2026 revisions) that list the exact Clerical Officer Grade III hourly rates and annual salary scales can be reviewed via Circular 0010/2026 on the Department's central circular repository page.

Applications will only be accepted by email to cetnsrecruitment@gmail.com and must be clearly marked 'secretary position' and received no later than 3pm on Friday, 19th June 2026.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 200981
Apply To: Secretary Position
Castleknock Educate Together National School
Beechpark Avenue
Castleknock
D15X094
County: Dublin
Postal District: Dublin 15
Enquiries To: secretary@cetns.ie
Website: <https://www.cetns.ie>
Further Information: <https://www.cetns.ie>

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