

ADVERT ID 255892

Secretary

SN Mhuire na mBrathar

Griffith Avenue Dublin 9 D09 NW62
<https://www.scoilmhuire.org>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Jun 18 2026
Application Closing Date:	Tue Jun 30 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:	Catholic
Total No. of Teaching Staff:	18
Current Enrolment:	342
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of Scoil Mhuire, Marino invites applications for the position of part-time secretary on a fixed-term basis.

The successful applicant will be joining a vibrant, welcoming school community, and entering into a job-sharing arrangement whereby they work Monday to Wednesday each week.

The position is subject to a six-month probationary period, and satisfactory Garda Vetting.

The ideal candidate will be the initial point of contact for those visiting or calling the school, and should have:

- Professionalism, discretion, and the ability to maintain strict confidentiality
- Knowledge of GDPR and data protection requirements
- Excellent interpersonal and communication skills
- Secretarial experience including receptionist skills, ability to coordinate communications (post, telephone, e-mail etc), maintain appointments and complete filing duties
- Competency in maintaining financial accounts
- Excellent word processing, excel and IT skills
- Experience in using online data platforms
- Ability to prioritise workload and work on own initiative and as part of a team

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.

Applications by email only to appointmentscoilmhuirecbs@gmail.com

Please be advised that interviews will take place during the week beginning July 6th.

[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.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	16759E
Apply To:	Griffith Avenue Dublin 9 D09 NW62
County:	Dublin
Postal District:	Dublin 9
Enquiries To:	appointmentsscoilmhuirecbs@gmail.com
Website:	https://www.scoilmhuire.org

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