ADVERT ID 259572

Secretary

Dalkey School Project NS

Glenegeary Lodge Glenegeary Dublin A96RX32
https://www.dspns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Jul 28 2026
Application Closing Date:	Fri Aug 14 2026
Commencement Date:	Mon Aug 24 2026
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total No. of Teaching Staff:	13
Current Enrolment:	224
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:
This position being advertised is a job share for 12.5 hours per week. The successful candidate will be required to work a specified number of contracted hours each day throughout the year. Annual leave and public holiday entitlements are in accordance with the terms and conditions for school secretaries and do not coincide with school holiday periods.

Duties for the position, as set out by the Board of Management, are outlined below and may be subject to change.
This position is subject to sanction by the Department of Education, with secretaries recruited in line with the terms and set out in Circular 36/2022 and 10/2026.
Please note: The Dept. stipulates that 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 appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA, Child Protection Training and related online training.
It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position. This position is subject to a 6-month probationary period

The successful candidate must have experience in office management and administration.
The successful candidate will be an integral member of the school community, working closely with the Principal. They will be responsible for the day-to-day administration of the school office and will liaise with parents, pupils, staff, visitors, and external agencies in person, by telephone, and by email in a welcoming, professional, efficient, and discreet manner.

The role requires the highest standards of confidentiality, professionalism, organisation, flexibility, and interpersonal skills. The successful candidate must be capable of working independently, managing multiple priorities, and contributing positively as part of a collaborative school team. They will demonstrate curiosity and initiative by proactively identifying and implementing practical improvements to administrative processes within the scope of the role, contributing to a culture of continuous improvement across the school.

General secretarial duties consistent with the role of School Secretary and as outlined in the skills/ knowledge required below.
Responsibilities include but are not limited to:
*Coordination of internal and external communication (post, telephone messages, email, etc)
*Carrying out other duties assigned by the Principal and related to the post of School Secretary
*Working in close co-operation with Principal and staff
*A high level of proficiency in ICT, organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and payroll
*Managing school correspondence with professionalism and confidentiality
*Managing financial administration, including handling invoices, processing payments, maintaining financial records, and supporting the preparation of school accounts by using FSSU templates.
*Maintaining school and office supplies and operating all office machines (photocopier, laminator etc.)
*Maintaining and filing documentation
*Maintaining and filing records of staff leave, CPD and contracts
*Liaising with representatives of service providers, suppliers, school users and visitors
*Liaising with BOM Chairperson, Treasurer and school accountant
*Making necessary arrangements for school trips, meetings etc.
*Complying with school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and reporting of any concerns to the appropriate person

Skills/ Knowledge Required:
*Excellent interpersonal skills and oral/ written communication abilities
*Strong organisational skills
*Excellent typing/it skills, including proficiency in Microsoft Office, Excel, Google Suite and other online applications
*Experience of operating database platforms such as or similar to the Online Claims System, OLCS) Pupil Online Database (POD), Aladdin.
*Competency in maintaining financial accounts, using FSSU template, budgets, online banking systems and monthly financial reports.
*Excellent attention to detail
*The ability to assist the Principal with daily administration tasks, meeting requests and scheduling events.
*Willingness to upskill where necessary
*Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR regulations.
*Ability to use own initiative, to work independently and as part of a team
*Ability to work closely with the Principal/ Board of Management, Parents' Association and staff
*Flexibility in the varied demands of the job
*Good interpersonal relationships with adults and children
*Positive outlook and willingness to contribute to the overall school development

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:	19612M
Apply To:	Glenegeary Lodge Glenegeary Dublin A96RX32 dsprecruit2026@dspns.ie
County:	Dublin
Postal District:	County Dublin
Website:	https://www.dspns.ie
Further Information:	https://www.dspns.ie

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