ADVERT ID 259929

Secretary

Naul NS

Westown, The Naul, K32 PX40
https://www.naulns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Sun Aug 2 2026
Application Closing Date:	Mon Aug 17 2026
Commencement Date:	Thu Aug 27 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	11
Current Enrolment:	165
Droichead school:	Yes

POST DETAILS

Additional Information:
This position is for a part-time school secretary for 9.5hrs per week.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training and will be required to keep these updated.

Salary will be as per Department of Education guidelines.

Secretaries are recruited in line with the terms set out in Circular 36/2022 and Circular 10/2026. The entry level for this role is at the first point of the scale unless the candidate has previous work experience as a school secretary. Applicants are advised to consult the relevant circulars for full details regarding salary, leave entitlements and terms and conditions of employment. The appointment is subject to a 6 month probation period.

The successful candidate must demonstrate sufficient ability to:
• Interact, engage and relate well with children.
• Be a highly motivated, with excellent interpersonal and communication skills
• Be an energetic individual with relevant work experience in a busy and fast changing office environment.
• Be organised and have excellent organisational skills.
• Be able to work fluently and cooperatively as part of team.
• Be able to prioritise, multi-task easily and meet deadlines.
• Be competent and capable in regard to maintaining accounts, records and returns.
• Be proficient in the use of online banking systems and familiar with Revenue requirements.
• Show an ability to respect and maintain high levels of confidentiality along with a knowledge and awareness of GDPR requirements.

• Have excellent IT Skills and have a working knowledge of Microsoft Office and Google G-Suite.
• Work closely on a daily basis with the School Principal and School Management

Duties that may be required for this position, as set out by the Board of Management, are outlined below and may be subject to change as the needs and requirements of the school evolve. This list is not exhaustive.

• Manage the school reception, telephone answering, screening and dealing with queries from parents, the public and others.
• Meet and liaise with all visitors to the school.
•Assist the principal with all daily administration tasks, meeting requests and scheduling events.
• Coordinate internal communication (post, telephone messages, email etc)
• Enter details of staff absences on OLCS on a weekly basis.
•Enter pupil details on the Department POD database.
•Enter and keep up to date pupil information on school data base.
• Organise, maintain and update school databases and filing systems to include- Aladdin, OLCS, POD, G- Suite and Payroll
• Maintain staff records (e.g. leave, substitutes, continuing professional development, contracts, appointment forms, vetting).
• Maintain an efficient filing and records system for all school records (including staff and student files) and manage a computerised file management system.
• Manage school correspondence with professionalism and confidentiality
• Manage financial administration, including handling invoices, processing payments, maintaining financial records, and supporting the preparation of school accounts.
• Maintain school and office supplies and operate all office machines
• Work in close co-operation with Principal and staff
• Carry out other duties assigned by the Principal that relate to the post of School Secretary
• Liaise with representatives of service providers, suppliers, school users and visitors.
• Liaise with BOM Chairperson, Treasurer and school accountant.
• Book courses, venues, buses etc. and make necessary arrangements for school trips, meetings, interviews etc.
• Comply with school policies and procedures.

Appointment Requirements
The appointment is subject to Garda Vetting, Occupational Health Assessment and receipt of satisfactory professional references. It is a requirement to hold a valid Statutory Declaration and to complete a Form of Undertaking for this position.

Please send all applications to applicationsnaulns@gmail.com, inclusive of a cover letter, C.V. and 2 professional references before 2pm, 17th August 2026. Please include "Secretary Application" in the subject line of the application. Canvassing will disqualify.

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

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	01170G
Apply To:	applicationsnaulns@gmail.com
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Postal District:	County Dublin
Website:	https://www.naulns.ie
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