

ADVERT ID 260372

Secretary

Shellybanks ETNS

Roslyn Park Newgrove Ave Sandymount Dublin 4
<https://www.shellybanksetns.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Aug 7 2026
Application Closing Date: Fri Aug 21 2026
Commencement Date: Thu Sep 10 2026
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
School Patronage: Educate Together
Total No. of Teaching Staff: 20
Current Enrolment: 335
Droichead school: Yes

POST DETAILS

Additional Information:

Shellybanks ETNS is looking for a substitute secretary for 4 weeks to begin with. The role will include receptionist duties and administration tasks.

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.

The successful applicant will undertake garda vetting and a med mark assessment.

[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
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20441S
Apply To: Roslyn Park
Newgrove Ave
Sandymount
Dublin 4
recruitment@shellybanksetns.ie
County: Dublin
Postal District: Dublin 4
Website: <https://www.shellybanksetns.ie>

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