

ADVERT ID 260439

Secretary / Administrator

Cross and Passion College, Kilcullen

Kilcullen Kilcullen R56E673
<https://www.cpckilcullen.com>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Sun Aug 9 2026
Application Closing Date: Wed Aug 19 2026
Commencement Date: Thu Aug 27 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 31

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 844
Droichead school: Yes

POST DETAILS

Additional Information:

Cross and Passion College invites applications for the position of School Secretary. The position is for 31 hours per week, 33 weeks per year. The successful candidate will be an integral part of the school community and will work as part of the school's administrative team. The role will have a particular focus on reception/front-office administration, student attendance administration and dedicated administrative support to the Principal.

Key Responsibilities

Reception and Front-Office Administration:

The successful candidate will be responsible for the effective operation of the school reception area and associated administrative duties, including:

Acting as a first point of contact for students, parents/guardians, visitors and others contacting the school.

Managing telephone calls, messages, general enquiries, visitors, deliveries and post.

Managing student sign-in and sign-out procedures, including late arrivals and early departures.

Providing general administrative support associated with the effective operation of the school office.

Maintaining appropriate records and handling confidential information with a high level of discretion and professionalism.

Student Attendance Administration

A significant element of the role will involve supporting the school's systems for monitoring and managing student attendance, including:

Maintaining and monitoring accurate student attendance records using VSware and the Unique Schools App.

Monitoring absence notifications and attendance information submitted by parents/guardians through the Unique Schools App and ensuring that relevant information is accurately reflected in VSware.

Monitoring late arrivals, early departures and unexplained absences and following up in accordance with school procedures.
Producing regular attendance reports and collating relevant information for the Principal, Deputy Principals, Year Heads and other relevant personnel.
Providing administrative support in relation to attendance correspondence and communication with parents/guardians.
Providing administrative support in relation to statutory attendance reporting requirements.
Assisting school management in monitoring attendance patterns and identifying students requiring further follow-up.

Administrative Support to the Principal

A designated portion of the working week will be allocated specifically to providing administrative support to the Principal. This may include:

Preparing, drafting and formatting correspondence, reports, presentations and other documentation.
Collating information and data and maintaining relevant records.
Providing administrative support in relation to meetings, school planning, policies, Department of Education requirements and other school initiatives.
Assisting with the preparation and organisation of documentation as required.
Undertaking other administrative tasks and specific projects assigned by the Principal consistent with the role.

The successful candidate will report to the Principal and will be required to undertake such other duties consistent with the role of School Secretary as may be assigned by the Principal.

Person Specification

Applicants should demonstrate:

Excellent administrative and organisational skills and a high level of attention to detail.
Excellent interpersonal and communication skills and an ability to deal professionally and courteously with students, parents/guardians, staff and visitors.
A high level of digital competence, including proficiency in Word, Excel, Gmail and other relevant digital applications.
An ability to accurately manage, process and report information and data.
An ability to work independently, use initiative and prioritise effectively while also working collaboratively as part of a team.
An ability to work effectively in a busy school environment and adapt to changing priorities.
A demonstrated ability to maintain the highest levels of confidentiality, discretion and professionalism.
A willingness and ability to learn and confidently use new systems and processes.

Experience in the use of VSware and the Unique Schools App is desirable but not essential, as training will be provided where necessary.

Appointment and Conditions

The appointment is for 31 hours per week, 33 weeks per year (i.e. the full academic year).

All newly recruited School Secretaries are employed under the terms and conditions applicable to School Secretaries under Department of Education Circular 0036/2022 and subsequent relevant Department circulars. The hours and working weeks reflect those of the existing post being replaced, in accordance with current Department requirements.

The appointed candidate will commence at Point 1 of the School Secretary salary scale unless they have previous recognised experience as a School Secretary. Where applicable, supporting documentation confirming previous school secretarial experience will be required. The Department's current appointment form specifically requires details of previous schools and dates of employment, supported by confirmation from the relevant Board(s) of Management.

The appointment will be subject to Garda Vetting and satisfactory references. The successful candidate will be required to undertake Tusla Child Protection Training and other relevant training as required.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for the position upon offer of employment.

Applicants should submit:

A cover letter outlining their suitability for the position.
A current CV.
Details of two referees, including name, role and contact details.

Cross and Passion College is an equal opportunities employer.

[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: 61690W
Apply To: vacancy@cpckilcullen.com
County: Kildare
Website: <https://www.cpckilcullen.com>
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