

ADVERT ID 260689

Secretary / Administrator

Coláiste Éanna

Hillside Park Ballyroan Road Rathfarnham D16 E248
<https://www.colaiستهeanna.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Aug 12 2026
Application Closing Date: Tue Aug 18 2026
Commencement Date: Wed Aug 26 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 30

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Current Enrolment: 618
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Coláiste Éanna invites applications for an Assistant School Secretary / Personal Assistant to the Principal. The position is for 30 hours per week, 39 weeks per year, working on Mondays to Thursdays.

Working as an integral member of the school's administrative team, the successful candidate's duties will include reception and general school office administration, managing enquires and correspondence, student attendance administration, record keeping, and dedicated administrative support to the Principal.

Key Competencies required:

Excellent communication, organisational and teamwork skills.

Knowledge of MS Office required and of an MIS (e.g. TYRO, VSware) would be an advantage.

Appointment to the role is under the terms and conditions applicable to School Secretaries under Department of Education Circular 0036/2022 and subsequent relevant Department circulars. The appointed candidate will commence on point 1 of the salary scale unless they have previous recognised experience as a School Secretary.

Shortlisting may apply. Canvassing will disqualify. This appointment is subject to the candidate being successfully Garda vetted and approved by the Board of Management. The Board of Management of Coláiste Éanna, An Edmund Rice School, 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: 60342R
Apply To: Hillside Park
Ballyroan Road
Rathfarnham
D16 E248
recruitment@colaisteeanna.ie
County: Dublin
Postal District: Dublin 16
Website: <https://www.colaisteeanna.ie>

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