ADVERT ID 261216

Secretary

Esker Educate Together National School

The Glebe Esker Lane Lucan Lucan K78N239
https://www.eskeretns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Aug 21 2026
Application Closing Date:	Fri Sep 11 2026
Commencement Date:	Mon Nov 2 2026
Status of Post:	Part-Time
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Classification:	DEIS 2
Total No. of Teaching Staff:	30
Current Enrolment:	385
Droichead school:	Yes

POST DETAILS

Additional Information:
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Primary School Secretary (Permanent Job Share Position)

Working Pattern: Every Monday and Tuesday, and one Wednesday per fortnight - 18.5 hours per week. Payment is based on DEY secretary pay scale payment. DEY are the paymaster and salary is paid every fortnight.

Esker ETNS is a vibrant Educate Together school committed to fostering an inclusive, child-centred, and democratic learning environment. We are seeking an enthusiastic, highly organised, and professional School Secretary to join our administrative team in a permanent job-share role.

This is a key position within the school, providing administrative, financial, and organisational support to the Principal, staff, parents, pupils, and external agencies.

The successful candidate will be the first point of contact for many visitors and will play a central role in ensuring the smooth and efficient operation of the school.

Key Responsibilities

Providing administrative support to the Principal and school staff.
Managing the school reception and responding to parent, staff, and visitor enquiries in a professional and welcoming manner.
Maintaining school accounts, bookkeeping records, bank reconciliations, annual financial returns,

and end-of-year accounts.
Processing staff leave records and payment administration.
Managing pupil enrolments and admissions processes.
Maintaining and updating POD (Primary Online Database) records.
Coordinating Garda Vetting administration.
Administering the school's hot lunch programme.
Liaising with the HSE, Department of Education, and other external agencies as required.
Supporting the planning, organisation, and communication of school events and activities.
Managing correspondence, records, and confidential documentation.
Assisting with general office administration and ensuring compliance with school procedures.

Essential Requirements
Excellent interpersonal and communication skills.
Proven ability to work effectively in a busy office or reception environment.
Strong organisational skills with excellent attention to detail.
High level of discretion and ability to maintain confidentiality.
Strong IT and administrative skills, including proficiency in Microsoft Office applications.
Ability to work independently while contributing positively to a collaborative team environment.
Commitment to supporting and upholding the ethos and values of an Educate Together school.

Desirable Requirements
Previous experience working in a school environment.
Experience in bookkeeping, accounts administration, and financial reporting.
Familiarity with FSSU financial systems and procedures (advantageous but not essential).
Knowledge of school administration systems and Department of Education processes.

What We Offer
A permanent position within a welcoming and supportive school community.
A varied and rewarding role at the heart of school life.
Opportunities for professional development and training.
A collaborative and positive working environment.
If you are a highly organised individual with exceptional people skills and a commitment to providing excellent administrative support, we would be delighted to hear from you.

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:	20274C
Apply To:	eskeretnsrecruitment@gmail.com
County:	Dublin
Postal District:	County Dublin
Website:	https://www.eskeretns.ie

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