

ADVERT ID 261251

Secretary

Zion Parish PS

Zion Parish Primary School Bushy Park Road Rathgar D06KO62
<https://www.zionparishschool.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sat Aug 22 2026
Application Closing Date: Wed Sep 2 2026
Commencement Date: Thu Oct 1 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 5
Current Enrolment: 91
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

Zion Parish Primary School invites applications for the position of School Secretary commencing 1st October 2026. The successful candidate will manage the office in a welcoming and professional manner and be an integral part of the school community. The successful candidate will work in close co-operation with the principal.

This position is for 25 hours, Monday-Friday per school week. Garda Vetting is a requirement for this post.

Responsibilities include but are not limited to:

Maintaining school data bases (OLCS, POD, Aladdin) and managing school accounts.
Liaising with representatives of school service providers, school users, suppliers and visitors.
General office administration tasks (photocopying, laminating, filing, managing correspondence etc.)
Carrying out other duties assigned by the school principal related to the position of school secretary.

The candidate will demonstrate:

The capacity to produce documentation that displays a high-level of attention to detail.
The ability to work and plan efficiently, on their own initiative and show flexibility consistent with the demands of working in a school environment.
Excellent interpersonal and communication skills.
The ability to work as a member of a team.

A high level of proficiency in ICT and use of Microsoft Office.
An ability and willingness to master new applications.
Competency in maintaining financial accounts.
Knowledge of GDPR and data protection requirements.
A high level of confidentiality and discretion.

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: 14917J

Apply To: zionppsadminvacancies@gmail.com

Applications, by email only, must be received by 2:00 p.m. on Wednesday 2nd September.

County: Dublin

Postal District: Dublin 6

Website: <https://www.zionparishschool.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.