ADVERT ID 261815

Secretary

St Pauls CBS Primary

North Brunswick St Dublin 7 DO7P529
https://www.brunnerprimary.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Sep 3 2026
Application Closing Date:	Thu Sep 17 2026
Commencement Date:	Mon Oct 5 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	14
Current Enrolment:	133
Droichead school:	Yes

POST DETAILS

Additional Information:
We are seeking a part-time School Secretary for 10.5 hours per week. The successful candidate will share a 21-hour secretarial post with the existing School Secretary, with each secretary working 10.5 hours per week.
Duties will include:
General school office administration and reception
Telephone, email and parent enquiries
Pupil records, attendance and admissions (Aladdin and POD).
Correspondence, filing and record keeping
Financial administration, including budgeting, invoices, payments, banking and financial records.
Administration of DEIS funding, grants, school meals and school programmes.
Purchasing and liaising with suppliers.
Payroll and staff administration as required.
Supporting the Principal and Board of Management.
Maintaining confidentiality and data protection.

The above job description is not exhaustive.

The successful candidate will work closely with the existing School Secretary to ensure effective communication, continuity and a smooth handover of duties.
Hours: 10.5 hours per week, as part of a shared 21-hour secretarial post.
This appointment is subject to a 3-month probationary period and satisfactory Garda vetting. The successful candidate will be required to complete Tusla Child Protection Training.
Please consult the Department of Education Circular 36/2022 for rates of pay and holidays for school secretaries. The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of

circular 0036/2022.

Shortlisting will apply, and those shortlisted will be called for an interview.

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:	16695E
Apply To:	Email only jobapplications@brunnerprimary.ie North Brunswick St Dublin 7 DO7P529
County:	Dublin
Postal District:	Dublin 7
Website:	https://www.brunnerprimary.ie

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