ADVERT ID 261860

Secretary

Shellybanks ETNS

Roslyn Park Newgrove Ave Sandymount Dublin 4
https://www.shellybanksetns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Sep 4 2026
Application Closing Date:	Sat Sep 19 2026
Commencement Date:	Fri Sep 25 2026
Status of Post:	Fixed-term
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
School Patronage:	Educate Together
Total No. of Teaching Staff:	20
Current Enrolment:	335
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:
Shellybanks ETNS is looking for a substitute secretary for 4 weeks to begin with. The role will include receptionist duties and administration tasks. Hours 8:30-2:25

The position will operate under the terms of Department of Education Circulars 36/2022, 07/2024 and 10/2026. Salary is paid at the first point of the scale unless the successful candidate can provide evidence to the Department of Education and Youth of recognised previous service as a school secretary, in line with Circular Letter 0055/2025. Applicants are advised to consult the relevant circulars for full details regarding salary, leave entitlements and terms and conditions of employment.
The successful applicant will undertake garda vetting and a med mark assessment.
It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

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APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20441S
Apply To:	Roslyn Park Newgrove Ave Sandymount Dublin 4 recruitment@shellybanksetns.ie
County:	Dublin
Postal District:	Dublin 4
Website:	https://www.shellybanksetns.ie

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