ADVERT ID 261978

Secretary

Marino School NS

Church Road Bray A98TW99
https://www.marinoschool.ie

MARINO
Community
Special School

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Sep 8 2026
Application Closing Date:	Mon Sep 21 2026
Commencement Date:	Mon Sep 28 2026
Status of Post:	Permanent
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

School Type:	Special School
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Other
Total No. of Teaching Staff:	9
Current Enrolment:	52
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:
The Board of Management of Marino Community Special School invites applications for the position of a permanent school secretary. The suitable candidate will be an integral part of the special school community, working closely with the school Principal, Deputy Principal, staff and will manage the school office in a welcoming, professional and discreet manner.
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 appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA, Child Protection Training and other related training.
This position is subject to a 6 month probationary period.
The working week is as follows; Monday – Friday 8:30am – 15:30pm
In addition to the weekly hours during the school year, secretarial support will also be required during the week following the closure of the school for the summer and for one week prior to the reopening of the school for the new academic year.

General secretarial and administrative duties consistent with the role of School Secretary as outlined in the skills/knowledge required below:
? Working in close co-operation with Principal and Deputy Principal.

? Dealing with parents, staff, students and visitors in a courteous and professional manner.
? Organising, maintaining and updating school databases and filing systems to include: Aladdin, OLCS and POD.
? Managing school correspondence.
? Co-ordination of internal communication (post, email, telephone etc).
? Maintenance and filing of all documentation.
? Maintaining records of leave, CPD and contracts.
? Liaising with representatives of service providers, suppliers, school users and visitors.
? Making necessary arrangements for school trips, meetings, interviews etc.
? Carrying out other duties assigned by the Principal and related to the post of School Secretary.
? To be aware of and comply with school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to the appropriate person.

Skills and Knowledge Required:
? Excellent interpersonal and organisational skills.
? Excellent communication skills (both verbal and written).
? Excellent IT skills, including proficiency in Microsoft Office, G Suite and other online applications.
? Experience of operating database platforms such as or similar to the Department of Education Online Claims System (OLCS), Pupil Online Database (POD). Aladdin schools system.
? Competency / Experience in maintaining financial accounts is desirable but not a requirement
? The ability to assist the Principal with daily administrative tasks, meeting requests and scheduling events.
? Relate well to students.
? Willingness to upskill and engage in ongoing professional development.
? Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR regulations.
? The ability to use own initiative, to work independently and as part of a team.
? Ability to work closely with the Principal/Deputy Principal, Board of Management and Staff.
? Flexibility in the varied demands of the job.
? Ability to prioritise, multitask and work to strict deadlines.
? Positive outlook and willingness to contribute to the overall school development.
? Team-oriented and collaborative with a flexible attitude.
Please include "Secretary Application" in the subject line of the application.
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
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	18281K
Apply To:	For the attention of the Chairperson by email to office@marinoschool.ie Please note SECRETARY POSITION in the subject bar
County:	Wicklow
Website:	https://www.marinoschool.ie
Further Information:	https://www.marinoschool.ie

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