ADVERT ID 262052

Secretary

Stewarts School

Rosse Court Ave LUCAN K78 K8W7
https://www.stewartsschool.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Sep 9 2026
Application Closing Date:	Sat Sep 19 2026
Commencement Date:	Mon Sep 28 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Special School
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Other
Total No. of Teaching Staff:	25
Current Enrolment:	152
Droichead school:	Yes

POST DETAILS

Additional Information:
Stewarts School is a large special school catering for students with complex needs aged from five to eighteen years.

Position Details: Applications are invited for the above full time permanent post (37 hours weekly; Mon –Thurs 08.00am to 4.00pm & Fri 08.00am to 3.30pm). The appointment is subject to a 6 month probation period. Hours of work include weeks at the beginning and end of the school year.

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.

Leaving Certificate or equivalent is required and an additional relevant qualification is desirable.

Role Overview: The ideal candidate will be efficient, organised and pleasant, and be able to use their own initiative in providing both reception and administrative support to school management, staff and students. Experience in a busy office environment is desirable. Experience of operating database platforms such as or similar similar to, the Department of Education Online Claims System (OLCS), Pupil Online Database (POD), Aladdin Schools system

The successful candidate must:
? Be a highly motivated self-starter, with excellent interpersonal and communication skills

? Be an energetic individual with relevant work experience in a busy and fast changing office environment
? Be organised and adaptable
? Be able to prioritise, multi-task easily and meet deadlines
? Show an ability to be accurate and pay attention to detail
? Show an ability to respect and maintain high levels of confidentiality
? Show a knowledge of GDPR requirements
? Have excellent IT skills – working knowledge of Microsoft Office applications including MSTeams/Outlook/Word/Excel.
? Relate well to students with an intellectual disability
? Be willing to upskill and engage in ongoing professional development.

Key Responsibilities
• Providing general administrative and confidential clerical support to the school and its principal, ensuring a high standard of accuracy is maintained at all times.
This includes managing digital/hard copy correspondence, distributing messages, compilation of school documents - reports, memos, letters and agendas/minutes of meetings, photocopying, laminating and binding, coordinating interviews, assisting with the organisation of school events/tracking finance for same and making and maintaining online student/staff returns to the Department of Education and Youth (DEY) database(s).

• Manage the school Reception, telephone answering, screening and dealing with queries from parents, the public and others. Meeting and liaising with all visitors to the school. Assist the principal with all daily administration tasks, meeting requests and scheduling events.

• Managing 'Text-a-Parent/Staff'/Aladdin/website communication systems. Entering details of staff absences on OLCS on a weekly basis. Entering student details on the Department POD database. Being proficient with all relevant computer software.

• Handling and issuing routine correspondence on own initiative, maintaining an efficient filing and records system for all school records (including staff and student files) and managing a computerised file management system. Maintain staff records (e.g. leave, substitutes, continuing professional development, contracts, appointment forms, vetting).

• Ordering and purchasing equipment/stationery and managing invoices for payment. Liaise with school suppliers, service providers, and external agencies.

• Support the school Treasurer and accountant with school financial administration, including processing payments and maintaining all financial records. Update Financial Support Services Unit (FSSU) monthly reports in line with FSSU and Department of Education guidelines and requirements. Process payroll for school bus escorts. Knowledge of VAT, RCT and payroll required.

• Maintaining high standards of work performance and confidentiality in relation to all areas of work. Work in line with school policies and procedure and participate in required training including Child Safeguarding

• Carrying out other such duties as may be reasonably assigned by the school principal /deputy principal from time to time.

Appointment Requirements
The appointment is subject to Garda Vetting, Occupational Health Assessment and receipt of satisfactory professional references. It is a requirement to hold a valid Statutory Declaration and to complete a Form of Undertaking for this position.

Informal enquiries to The Principal: Tel: 01-2119121 or email schoolvacancies@stewartscare.ie

Application is by CV including referee contacts & cover letter which can be sent by email to: schoolvacancies@stewartscare.ie no later than 3pm on Friday September 18th 2026. Please include "Secretary Application" in the subject line of the application. Canvassing will disqualify.

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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19032R
Apply To:	Chairperson Stewarts School Rosse Court Ave LUCAN K78 K8W7 schoolrecruitment@stewartscare.ie
County:	Dublin
Postal District:	County Dublin
Website:	https://www.stewartsschool.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.