

ADVERT ID 262603

Secretary

St Marks JNS

Springfield Tallaght N/A D24 FT95
<https://www.stmarksjs.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Sep 23 2026
Application Closing Date: Wed Oct 7 2026
Commencement Date: Mon Nov 2 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Junior School
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 45
Current Enrolment: 450
Droichead school: Yes

POST DETAILS

Additional Information:

All information regarding the position has been published on the site linked below to make it easier to navigate.

The Board of Management of St Mark's Junior National School invites applications for the permanent, full-time position of School Secretary.

St Mark's JNS is a welcoming and inclusive junior school committed to restorative practice and striving to be trauma-aware. Love, Laughter and Learning are at the heart of everything we do. The successful candidate will be an integral part of our school community, working closely with the Principal, Board of Management, staff, pupils and families. They will manage the school office in a welcoming, professional, efficient and discreet manner.

Position details

Status: Permanent, full-time position

Working hours: 37 hours per week, Monday to Friday

The position will operate under the terms and conditions set out in Department of Education and Youth Circular 36/2022 and any applicable subsequent circulars or guidance.

The current whole-time salary scale for school secretaries is provided for under Department Circular 10/2026. All newly recruited school secretaries will be placed on the first point of the scale unless the Department recognises previous service as a school secretary.

The appointment will be subject to a probationary period.

[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 (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19472W
Apply To: secretaryapplication@stmarksjs.ie
County: Dublin
Postal District: Dublin 24
Website: <https://www.stmarksjs.ie>
Further Information: <https://sites.google.com/stmarksjs.ie/st-marks-jns-school-secretary-/application-process>

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