

ADVERT ID 262965

Secretary

Ballinteer ETNS

Parkvale Balally Dublin 16 D16 N6T0
<https://www.ballinteeretns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sat Oct 3 2026
Application Closing Date: Tue Oct 13 2026
Commencement Date: Mon Nov 2 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 25
Current Enrolment: 398
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:

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Ballinteer Educate Together National School is seeking a committed, enthusiastic secretary to work in a part-time capacity in the school office. We offer opportunities to staff members at all levels to develop professionally. We place an emphasis on our Educate Together ethos as well as creating a welcoming, safe environment for all learners and staff.

The role will involve 15 hours of work per week spread over 5 mornings. Start time is 8am and finishing at 11am. Please note occasionally these hours may change as required. It is a requirement to be on site five days a week. There is a possibility these hours may be extended.

This key role at the heart of our school demands a high level of professionalism, flexibility and initiative working alongside school management to ensure the smooth running of the school.

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. Please consult the Department of Education Circular 61/2026 for rates of pay and holidays for school secretaries. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.

The position is subject to compulsory Garda Vetting and a 3-month probationary period. It is envisaged that interviews will take place the week commencing Monday the 19th of October,

2026.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
 - Managing school communications: phone, email, databases (e.g. POD)
 - General school administration: filing, photocopying, providing clerical and administrative support to Principal, Deputy Principal and staff as required
 - Scheduling meetings, appointments and maintenance visits.
 - Liaising with building maintenance contractors, suppliers and cleaning contractors
 - Hall rental management
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.

The ideal candidate will demonstrate the following competencies:

- Relates very well to children.
- Commitment to uphold the Educate Together ethos of the school.
- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- IT skills, including proficiency in G Suite and willingness to upskill as needed.
- Knowledge in relation to GDPR and data protection.
- Strong organisational skills and ability in regard to attention to detail.
- Ability to use own initiative, to work independently and as part of a team.
- Planning and organisational skills.
- Flexibility in the varied demands of the job and the ability to show initiative when required.
- Experience of working in a busy office environment.
- Positive outlook and willingness to contribute to overall school development.

Please send letter of application and Curriculum Vitae, with contact details for referees, (please include recent referees) by email to recruitment@ballinteeretns.ie

Only shortlisted candidates will be contacted via email with interview details.

The successful candidate will be required to undertake TUSLA, Child Protection Training and related online training.

[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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20400E
Apply To:	recruitment@ballinteeretns.ie
County:	Dublin
Postal District:	Dublin 16
Website:	https://www.ballinteeretns.ie
Further Information:	https://www.ballinteeretns.ie