ADVERT ID 263331

Secretary / Administrator

Bremore Educate Together Secondary School

Stephenstown Campus Balbriggan K32AD90
http://bremoreetss.ie/

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Tue Oct 20 2026
Application Closing Date:	Wed Nov 4 2026
Commencement Date:	Mon Nov 30 2026
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	35

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Co-Educational
Droichead school:	Yes

POST DETAILS

Additional Information:
Bremore Educate Together Secondary School is a developing school which opened in August 2016. We are looking for an exceptional full-time school administrator to work with the Principal and alongside the administration team in providing a range of supports to the school community as it grows over the coming years.

Salary will be paid in accordance with Department of Education and Youth Circular 0061/2026 and any subsequent revisions. Placement on the salary scale and recognition of previous service will be subject to Department rules. Other terms and conditions, including annual leave, will be in accordance with the applicable Department circulars.

The successful candidate will be expected to provide a professional, efficient, confidential and welcoming administrative service to students, parents/guardians, staff, management, visitors and the wider school community.

Key Duties and Responsibilities
The duties associated with the position will include:

- Providing administrative and secretarial support to the Principal and Deputy Principal(s).
- Managing the day-to-day administration of the school office and providing a professional reception service.
- Managing telephone, email and written correspondence and responding appropriately to enquiries.
- Maintaining accurate student, staff and school records.
- Assisting with student admissions, enrolment, transfers and attendance administration.
- Operating relevant school and Department administrative systems, including Tyro, PPOD, OLCS and Esinet, as required.
- Assisting with Department of Education and Youth returns and other statutory and administrative requirements.
- Providing administrative support in relation to staff appointments, absences, leave and substitute personnel.

- Assisting with the organisation and administration and of meetings, interviews, school events and other activities.
- Maintaining effective electronic and paper filing and records-management systems.
- Providing administrative support to the Board of Management where required.
- Handling confidential and sensitive information relating to students, parents/guardians, staff and school business with the highest level of discretion.
- Complying with GDPR, data protection requirements, child safeguarding procedures and relevant school policies.
- Undertaking other reasonable administrative and secretarial duties appropriate to the position as may be assigned by the Principal and/or Board of Management.

Essential Skills and Competencies
Candidates should demonstrate:
- Excellent administrative and organisational skills.
- Strong written and verbal communication skills.
- Excellent interpersonal skills and the ability to communicate professionally with students, parents/guardians, staff and visitors.
- A high level of ICT proficiency,
- Excellent attention to detail and accuracy.
- The ability to manage and prioritise a varied workload and meet deadlines.
- The ability to work effectively on their own initiative and as part of a team.
- A high level of professionalism, discretion and confidentiality.
- The ability to work collaboratively with the Principal, Deputy Principal, staff and Board of Management.
- Flexibility and a willingness to respond to the changing administrative requirements of a busy secondary school.

Desirable Experience
The following would be advantageous:
- Previous experience in a school, educational or similar administrative environment.
- Previous experience as a School Secretary/Administrator.
- Familiarity with Tyro, PPOD, OLCS and Esinet.
- Experience of GDPR, records management and handling confidential information.
- Experience of working in a busy office environment involving interaction with a wide range of stakeholders.
-Experience with finance beneficial
-Experience with H.R. is beneficial

Garda Vetting will apply.

The Educate Together Blueprint for Second Level schools which outlines our ethos can be found here: https://www.educatetogether.ie/sites/default/files/blueprint-final.pdf

To apply: Please send a short letter of application saved as a PDF and a short and relevant CV, saved as a PDF to vacancies@bremoreetss.com

Please include the name/ role and mobile contact details for 2 professional and recent referees in your CV.

Please put 'Administrator' as the subject of your email.

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:	68262N
Apply To:	Stephenstown Campus Balbriggan K32AD90 vacancies@bremoreetss.com
County:	Dublin
Postal District:	County Dublin
Website:	http://bremoreetss.ie/

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