ADVERT ID 263416

Secretary

Scoil Chomcille Senior

Ballybrack Co. Dublin Dublin A96FA40
https://scoilcholmcille.com

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Oct 20 2026
Application Closing Date:	Mon Nov 2 2026
Commencement Date:	Wed Nov 18 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Senior School
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	16
Current Enrolment:	163
Droichead school:	Yes

POST DETAILS

Additional Information:

Part-Time School Secretary

The Board of Management of Scoil Cholmcille Junior and Senior invites applications for the position of part-time School Secretary. The post is currently 17 hours per week, split over 3 days per week.

Terms and Conditions

? Salary and annual leave are in line with Circular 0036/2022, Revision of Salaries and Annual Leave Arrangements for School Secretaries.

? Appointment will be on the first point of the scale, unless the candidate has previous experience as a School Secretary.

? The post is subject to a 6-month probationary period.

? The appointment is subject to satisfactory Garda Vetting. The successful candidate will also be required to complete Tusla Child Safeguarding training.

About the Role

The School Secretary is an integral part of our school community. Working closely with the Principal and Deputy Principal, they manage the school office in a welcoming, professional and discreet manner.

Essential Personal Qualities

? Excellent interpersonal skills

? Ability to work on own initiative and as part of a team

? Ability to multitask, prioritise, work under pressure and meet deadlines

? Reliability, trustworthiness and strict adherence to confidentiality

? Flexibility and adaptability to the needs of the school

? A proactive approach to improving systems and procedures

? A positive outlook

Responsibilities include, but are not limited to:

? General secretarial and administrative duties as assigned by the Principal and/or Deputy Principal
? Working in close co-operation with the Principal, Deputy Principal and staff
? Dealing with parents, staff, pupils and visitors courteously and professionally, in person, by phone and by email
? Organising, maintaining and updating school databases and filing systems, including Aladdin, the Online Claims System (OLCS), the Primary Online Database (POD), FSSU requirements and payroll
? Maintaining financial accounts, records and procurement, and preparing monthly financial reports
? Managing school correspondence professionally and confidentially
? Maintaining school and office supplies and operating office equipment (photocopier, laminator, etc.)
? Maintaining and filing all documentation
? Liaising with service providers, suppliers and visitors
? Assisting with school events and activities, such as booking courses, venues and buses, and arranging school trips
? Coordinating internal communication (post, phone messages, email, etc.)
? Knowing and complying with school policies and procedures, especially Child Safeguarding, Health and Safety, and GDPR/Data Protection, and reporting any concerns to the appropriate person
? Other duties as allocated by the Principal
How to Apply
Please send the following to Part-Time School Secretary to scoilcholmcillejs@gmail.com

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:	19438W
Apply To:	scoilcholmcillejs@gmail.com
County:	Dublin
Postal District:	County Dublin
Website:	https://scoilcholmcille.com

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