ADVERT ID 264372

Secretary / Administrator

St. Patrick's Cathedral Grammar School

St. Patrick's Close Dublin 8 D08 WK19
https://spcgs.ie

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Mon Nov 23 2026
Application Closing Date:	Thu Dec 10 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	16

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Co-Educational
Current Enrolment:	300
Droichead school:	Yes

POST DETAILS

Additional Information:
The position requires a highly organised, reliable and motivated individual with excellent administrative, communication and interpersonal skills. The successful candidate will provide comprehensive secretarial and administrative support to the Principal, Deputy Principal, teaching staff, students, parents and the wider school community.

Essential Skills and Attributes
• Good organisational and time-management skills.
• Proficiency in Microsoft Office.
• Good written and verbal communication skills.
• A high level of accuracy and attention to detail.
• The ability to work independently and as part of a team.
• A flexible, professional and approachable manner.
• A high degree of discretion and confidentiality
Previous experience in a school office or in a general secretarial or administrative role would be an advantage.

Position Details
• Hours: 16 hours per week.
• Working Arrangements: Normally 8 hours a day on Thursdays and Fridays (but there is flexibility subject to agreement with other secretary)
• Salary: In accordance with the Department of Education Secretarial Salary Scale, subject to the applicable terms and conditions (hourly rates start at €16.54 per hour)
Access
The school does not have on-site parking but is well served by public transport.

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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	60660I
Apply To:	Mr. Tim Gill, Principal principal@spcgs.ie
County:	Dublin
Postal District:	Dublin 8
Website:	https://spcgs.ie
Further Information:	https://spcgs.ie

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