ADVERT ID 264405

Secretary

Scoil Mhuire GNS

Lucan Road Lucan K78 DK18
https://www.smgnslucan.com

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Nov 23 2026
Application Closing Date:	Mon Dec 7 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Permanent
Number of Vacancies:	2

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Girls
School Patronage:	Catholic
Total No. of Teaching Staff:	34
Current Enrolment:	548
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:
Applications by email to: applications@smgnslucan.com

The Board of Management of Scoil Mhuire GNS is inviting applications for the following positions:
SCHOOL SECRETARY POSITION 1
• 35 hours per week
• Monday to Friday commencing at 8.30am
SCHOOL SECRETARY POSITION 2
• 16.5 hours per week
• 3 days per week
• Working days to be agreed with the successful candidate

Role Overview
The School Secretary is a valued and integral member of the school staff and wider school community. The role involves ensuring the efficient and effective running of the school office and providing essential administrative and organisational support to the Principal, Deputy Principal, school management, staff, pupils, parents/guardians and the wider school community.
The successful applicants will be professional, approachable and welcoming. They will demonstrate discretion, confidentiality and initiative alongside excellent organisational, communication and administrative skills.
The duties and responsibilities of the school office will be shared between both secretaries. Flexibility, teamwork and cooperation will be essential to ensuring the smooth day-to-day operation of the school.

Duties and Responsibilities
Duties will include, but are not limited to, the following:
1. Reception and Communication
• Managing the school reception and acting as a friendly, welcoming and professional first point of contact for the school office.
• Communicating effectively and professionally with parents/guardians, staff, pupils, visitors and external agencies, both in person and through post, email, telephone and digital school platforms.
• Assisting the Principal, Deputy Principal and staff with school correspondence and communications.
• Working in close cooperation with the Principal, Deputy Principal, Board of Management and school staff.
• Assisting the Principal and Deputy Principal with daily administrative tasks, meeting requests and the scheduling of school events.
2. Financial Administration
• Supporting the School Treasurer and Accountant with the financial administration of the school, including processing payments and maintaining accurate financial records in accordance with FSSU guidelines.
• Processing payroll for school ancillary staff.
• Assisting with the completion of the school's Relevant Contracts Tax (RCT) requirements in relation to maintenance and building works.
• Maintaining financial accounts and records accurately. Competency and experience in maintaining financial accounts is essential.
• Undertaking banking duties, including the administration of banking transactions and lodgements.
3. School Administration and Record Management
• Maintaining and updating school administration systems, databases and filing systems, including the Department of Education and Youth Online Claims System (OLCS), Primary Online Database (POD) and Aladdin Schools Management System.
• Maintaining accurate records in accordance with General Data Protection Regulation (GDPR) requirements and Department of Education and Youth requirements.
• Providing administrative support to the Principal, Deputy Principal and school staff.
• Updating, managing and securely storing relevant school records in line with GDPR and all other regulatory requirements.
• Maintaining effective electronic and paper-based filing systems.
• Maintaining staff records, including leave records, substitute cover, continuing professional development, contracts, appointment forms and Garda vetting documentation.
• Supporting substitute cover arrangements and associated payment processes in accordance with relevant regulatory requirements.
• Attending meetings and school events as required.
4. Operations and Organisation
• Ordering and managing office supplies and resources.
• Liaising with service providers, suppliers, users of school facilities, visitors and external agencies as required.
• Assisting with the organisation of transport and logistical arrangements for school activities and events.
• Liaising with users of school facilities, assisting the Principal with bookings and administration relating to applications.
5. Compliance and General Responsibilities
• Working in accordance with school policies and procedures, including those relating to Child Safeguarding, GDPR, Health and Safety and confidentiality.
• Participating in required training courses, including Child Protection and Health and Safety training, and other professional development relevant to the role.
• Carrying out other duties appropriate to the position, as assigned by the Principal, Deputy Principal and Board of Management.
Essential Skills and Competencies
• Strong IT skills and confidence in using digital administration systems and platforms.
• Experience in, or the ability to quickly develop competence in, the Department of Education and Youth Online Claims System (OLCS), Primary Online Database (POD) and Aladdin Schools Management System.
• Strong organisational, administrative and time-management skills, with the ability to prioritise tasks and manage competing demands.
• Strong interpersonal skills and the ability to communicate appropriately and effectively with all members of the school community.
• A high level of accuracy and attention to detail, particularly in relation to financial administration and record keeping.
• Competency and experience in maintaining financial accounts.
• The ability to work independently and demonstrate initiative and good judgement.
• The ability to work collaboratively as part of a school office team.
• A commitment to maintaining confidentiality and handling sensitive information with discretion.
• Flexibility and a willingness to undertake a variety of administrative responsibilities in response to the needs of the school.
Terms and Conditions of Employment
These appointments are subject to satisfactory Garda Vetting through the school.
The positions will operate under the terms and conditions set out in the relevant Department of

Education and Youth circulars.
Salary will be paid by the Department of Education and Youth at the first point of the salary scale, in accordance with Circular Letter 0036/2022 unless the successful candidate can provide evidence to the Department of Education and Youth of recognised previous service as a School Secretary.
Applicants are advised to consult Circular Letter 0061/2026 for updated salary figures and hourly rates from 1 June 2026 and Circular 0007/2024 and Information Notes 0015/2024, 0016/2024, 0003/2025 and 0008/2025 for details of leave entitlements.

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:	13447Q
Apply To:	applications@smgnslucan.com FAO The Chairperson Board of Management Scoil Mhuire Girls' National School Lucan Road Lucan Co. Dublin K78 DK18
County:	Dublin
Postal District:	County Dublin
Website:	https://www.smgnslucan.com

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