ADVERT ID 264448

Secretary / Administrator

ST JOSEPHS CBS

St. Joseph's, Fairview Merville Avenue Fairview D03H524
https://www.stjosephsfairview.ie

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Wed Nov 25 2026
Application Closing Date:	Sat Dec 19 2026
Commencement Date:	Mon Dec 21 2026
Status of Post:	Fixed Purpose
Number of Vacancies:	1
Number of hours per week:	36

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Co-Educational
Current Enrolment:	330
Droichead school:	Yes

POST DETAILS

Additional Information:
St Joseph's Secondary School invites applications for the position of School Secretary.

The successful candidate will provide comprehensive secretarial and administrative support to the Principal, Deputy Principal, teaching staff, students, parents and the wider school community. The position requires a highly organised, reliable and motivated individual with excellent administrative, communication and interpersonal skills. The successful candidate will play an important role in the effective financial and administrative management of the school accounts.

Essential Skills:
- Excellent organisational and time-management skills
- Flexible, professional and approachable manner
- Proficiency in Microsoft Office with a high level of accuracy and attention to detail
- Excellent written and verbal communication skills
- A high degree of discretion and confidentiality
- Strong numerical and financial administration skills
- Ability to prioritise workload and meet deadlines

Key Responsibilities:
- Provide a welcoming front-of-house service
- Answer and direct phone calls, emails and enquiries
- Assist with enrolment administration and student records
- Manage student sign-in/sign-out records
- Managing the school's day-to-day accounts
- Preparation and submission of Revenue returns
- Payroll and banking administration

Previous experience in a school office or administrative role is desirable. Experience in accounts, payroll/financial administration would be an advantage.

Position Details:

Work Schedule: 8:00am-15:30pm Monday to Thursday and 8:00am-13:30pm on Fridays (~36 hours per week)

Salary: In accordance with the Department of Education Secretarial Salary Scale, subject to the applicable terms and conditions.

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

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number:	60390F
Apply To:	St. Joseph's, Fairview Merville Avenue Fairview D03H524 (01)8339779 careers@stjosephsfairview.ie
County:	Dublin
Postal District:	Dublin 3
Website:	https://www.stjosephsfairview.ie
Further Information:	https://www.stjosephsfairview.ie

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.