Secretary

St. Brigid's Primary School

St. Brigid's Primary School, Grey Abbey Road Kildare Town Kildare R51 XY30

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri May 16 2025
Application Closing Date:	Fri May 30 2025
Commencement Date:	Thu Aug 21 2025
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	66
Current Enrolment:	1025
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:
The Board of Management of St. Brigid's Primary School invites applications for the position of school secretary. This is a full-time, permanent position working from 8 30am to 4 00pm daily..

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary. The Department of Education and Skills (DES) may consider work experience completed in other relevant sectors.

The school secretary is an integral part of the school community, working closely with the school Principal. He/she will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is desirable but not essential.

The successful candidate will have/demonstrate:
• Excellent interpersonal and communication skills, both oral and written.
• Strong organisational skills and excellent attention to detail.
. Excellent IT skills
• Reliability, trustworthiness and strict adherence to confidentiality
• Knowledge of GDPR & Data Protection Requirements
• Flexibility and adaptability to the needs of the school
• Commitment to uphold the Catholic ethos of the school

• Ability to work efficiently on own initiative

It would be highly desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following: Online Claims System (OLCS), Pupil Online Database (POD), Aladdin, School Accounting, FSSU accounting templates, Microsoft Office

Shortlisting will apply, and those shortlisted will be called for an interview. This position is subject to a 12-month probationary period.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

A minimum of two referees – one character and one workplace referee are required and will only be contacted at the final stage of recruitment.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20427B
Apply To:	Applications by email and for the attention of the Chairperson BoM must arrive by 12 noon on the closing date to the following email address;
	applications@sbps.ie
	The subject line should read 'Secretary'.
County:	Kildare