

ADVERT ID 236884

Secretary

Holy Cross NS

Upper Kilmacud Road Dundrum D14AD66
<https://www.holycrossschool.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Jun 6 2025
Application Closing Date: Fri Jun 20 2025
Commencement Date: Wed Aug 20 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 19
Current Enrolment: 272
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 Holy Cross School invites applications for the position of School Secretary.

The School Secretary is an integral part of the school community, working closely with the School Principal. The role requires managing the office in a warm, welcoming, professional, and efficient manner. The ideal candidate should be reliable, flexible to the needs of the school and willing to learn on the job. Key to this role is the ability to manage a busy office and school environment. A high degree of professionalism and confidentiality is essential. The Secretary will need to understand the school, its Mission Statement, Catholic ethos and the school's connections within the wider parish community.

Essential skills and qualities:

- Discreet and trustworthy
- Interpersonal Skills: An ability to foster positive relationships while maintaining a discreet and professional demeanour, ensuring confidentiality for all.
- Organisational Skills: Exceptional multitasking abilities, attention to detail and the capability to prioritise and problem solve.
- Competence and proficiency in office related IT skills including, Ms Office, Teams, financial records and data management. Excellent written and oral communication skills.

Key Duties and Responsibilities include but are not limited to:

- Working in close co-operation with the Principal, Deputy Principal and school staff as part of a team
- Carrying out other duties assigned by the Principal and related to the post of School Secretary.
- Being the first point of contact for all visitors to the school and dealing with parents, pupils, visitors, service providers and suppliers etc., in a warm and welcoming manner.
- Exhibit a positive attitude towards learning and growth.
- Communicating with parents, staff, pupils and visitors in person, by phone, email and through the Aladdin app in a courteous and professional manner.
- General secretarial and administrative duties consistent with the role of School Secretary.
- Organising, maintaining and updating school databases and filing systems. These include Aladdin, Online Claims System (OLCS) and Pupil Online Database (POD). Familiarity with maintaining financial accounts, online payment systems, procurement and monthly financial reports would be beneficial however training will be provided as necessary.
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer).
- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements including Child Protection and Health and Safety.

This role is full time. School office based. Working Hours: 8:30 AM to 3:00 PM, Monday to Friday. The above job description is not exhaustive. A willingness to learn new skills and systems will be required. Shortlisting will apply, and those shortlisted will be called for an interview.

Further Information

The position will be subject to the terms of Circular 0020/2025, 0036/2022 & 0007/2024 - Revision of Salaries and Annual Leave Arrangements for School Secretaries. 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 (DE) may consider work experience completed in other relevant sectors. The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a 12-month probationary period. Induction training will be facilitated.

Please apply by forwarding letter of application and CV. A minimum of two referees, one character and one workplace are required.

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: 19904C
Apply To: chairpersonholycross@gmail.com
County: Dublin
Postal District: Dublin 14
Enquiries To: chairpersonholycross@gmail.com
Website: <https://www.holycrossschool.ie>
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