

ADVERT ID 238655

## Secretary

### Broombridge ETNS

Bannow Road Cabra D07TD93  
<https://www.broombridgeetns.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Sun Jun 15 2025  
**Application Closing Date:** Mon Jun 23 2025  
**Commencement Date:** Mon Aug 18 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 2

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Educate Together  
**Total No. of Teaching Staff:** 25  
**Current Enrolment:** 387  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Broombridge ETNS is seeking a full-time secretary (32 hours per week) and a part time secretary (currently 5 hours per week, it is hoped that the allocation will be increased over time to 2 or 3 days per week).

The successful candidates will have experience in office management and administration. The suitable candidates will be an integral part of the school community and will manage the school office in a welcoming, professional and discrete manner.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-

- \* Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and Payroll
- \* Managing school correspondence
- \* Maintenance of school and office supplies
- \* Maintenance and filing of all documentation
- \* Maintaining records of staff leave
- \* Liaison with representatives of service providers, suppliers, school users and visitors
- \* Working in close co-operation with the principal, deputy principal and staff
- \* Carrying out other duties assigned by the principal and related to the post of school secretary
- \* Co-ordination of internal communications (post, telephone messages, email etc)
- \* Experience of using communication systems
- \* Maintaining records of school finances & book keeping.

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 probationary period. Induction training will be facilitated.

Interviews will take place during the last week in June (23rd-30th).

If you require any further information please email [secretaryrecruitment@broombridgeetns.ie](mailto:secretaryrecruitment@broombridgeetns.ie)

PLEASE ENSURE YOU INDICATE IN THE SUBJECT LINE OF YOUR APPLICATION EMAIL IF YOU ARE APPLYING FOR EITHER THE FULL TIME OR PART TIME POSITION ON OFFER.

#### 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:** 20453C

**Apply To:** [secretaryrecruitment@broombridgeetns.ie](mailto:secretaryrecruitment@broombridgeetns.ie)

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**County:** Dublin

**Postal District:** Dublin 7

**Enquiries To:** [secretaryrecruitment@broombridgeetns.ie](mailto:secretaryrecruitment@broombridgeetns.ie)

**Website:** <https://www.broombridgeetns.ie>

**Further Information:** <https://www.broombridgeetns.ie>

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