

ADVERT ID 240873

## Secretary

### Our Lady Queen of the Apostles

Dunawley Avenue Clondalkin Dublin 22 Dublin D22X729

<https://www.clonburrisns.ie>

#### MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Jul 8 2025
Application Closing Date:	Tue Jul 15 2025
Commencement Date:	Mon Nov 10 2025
Status of Post:	Permanent
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 2
Total No. of Teaching Staff:	32
Current Enrolment:	471
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 Our Lady Queen of the Apostles Clonburris NS invites applications for the position of school secretary. This is a full time position for 35 hours a week (Monday-Friday)

Applications should be made to the Chairperson of the Board of Management by email only to [secretaryapplications@clonburrisns.ie](mailto:secretaryapplications@clonburrisns.ie)

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 (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 6-month probationary period. Induction training will be facilitated prior to November 10th 2025

The school secretary is an integral part of the school community, working closely with the school Principal and Deputy Principal. They will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration.

The successful candidate will be employed by the Board of Management and will work as a

member of the in-school 'Administration Team', in a collaborative and welcoming atmosphere. The Secretary will need to understand the school, its Mission Statement, Catholic ethos and the school's connections within the wider parish community.

#### Skills and competencies

- Experience: Prior experience in an administrative/education role is essential.
- IT Skills: Competence and proficiency in Google Workspace/Docs, MS Office, office-related IT skills including financial records, spreadsheets and data management (GDPR).
- Communication: Excellent verbal and written communication skills, with the ability to engage professionally with all in the school community.
- Organisational Skills: Exceptional multitasking abilities, attention to detail, and the capability to prioritise effectively in a busy school environment.
- Interpersonal Skills: An ability to foster positive relationships while maintaining a discreet and professional demeanour, ensuring confidentiality and respect for all.
- An interest in, and commitment to upskilling in new technologies as they emerge

Key Duties & 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, etc., in a welcoming manner
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- General secretarial and administrative duties consistent with the role of school secretary
- Liaising with representatives of service providers, suppliers and school users and visitors
- Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS, POD, Revenue and payroll systems
- Maintenance and filing of all invoices and documentation
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer and intercom)
- 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.

A minimum of two referees, one character and one workplace referee, are required.

Interviews will take place on July 29th, 2025

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Fiona Morley (Principal)

Our Lady Queen of the Apostles Clonburris NS, Dunawley Avenue, Clondalkin, Dublin 22, D22X729

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#### 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:** 195661  
**Apply To:** [secretaryapplications@clonburrisns.ie](mailto:secretaryapplications@clonburrisns.ie)  
**County:** Dublin  
**Postal District:** Dublin 22  
**Enquiries To:** [secretaryapplications@clonburrisns.ie](mailto:secretaryapplications@clonburrisns.ie)  
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