

ADVERT ID 240890

Secretary

Scoil Muire Bainrioghan Eireann

Dunkerrin Birr E53ED76
<https://www.dunkerrinns.net/>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Jul 9 2025
Application Closing Date: Fri Jul 18 2025
Commencement Date: Thu Aug 28 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
Total No. of Teaching Staff: 5
Current Enrolment: 75
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 Dunkerrin NS invites applications for the position of school secretary. This is a part-time position (18.5 hours over 5 days) and is subject to the Department of Education Circular 36/2022: "Revision of Salaries and Annual Leave Arrangements for School Secretaries". The entry level for this role is on the first point of the pay scale unless the successful candidate has previous experience working as a school secretary.

The successful candidate will be an integral part of the school community working closely with the Principal, Deputy Principal, staff & BOM and will manage the school office in a welcoming, professional, discreet and discerning manner.

Essential Skills and Knowledge required:

- Reliability, trustworthiness and strict adherence to confidentiality in all areas of work
- Excellent interpersonal and communication skills (both oral and written)
- Administrative and secretarial skills, including very good typing skills
- Excellent organisational skills, ensuring good record-keeping, filing (manually and electronically)
- Excellent IT skills and attention to detail, including proficiency in Microsoft Office, word processing, Publisher, Excel, PowerPoint, other online applications and email
- Ability to ensure adherence to school procedures & policies
- A clear understanding and adherence to GDPR and Data Protection regulations
- Ability to prioritise and to multitask
- Ability to work and plan efficiently on their own initiative while working to deadlines
- Ability to work as part of a team

- Be flexible and adaptable to the needs of the school
- Relate well to children
- Positive outlook and willingness to contribute to the overall school development
- Knowledge of operating and maintaining of online banking, accounts packages and payments systems
- Commitment to uphold the Catholic ethos of Dunkerrin NS
- Experience in a similar role is advantageous

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

To apply for the position, send a CV (including referees) and letter of application by email to applications@dunkerrinns.net Please use "Secretary Application" in subject bar. Closing Date for applications is 5pm on Friday 18th July 2025
Canvassing will disqualify.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	17336E
Apply To:	applications@dunkerrinns.net
County:	Offaly
Website:	https://www.dunkerrinns.net/
Further Information:	https://www.dunkerrinns.net

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