

ID FÃ©GRA 243377

RÃºnaÃ / RiarthÃ©ir

St Paul's CBS

North Brunswick Street Dublin D07 VF57

<https://www.thebrunner.ie>

PRÃ©OMHSHONRAÃ

StÃ¡das:	GnÃomhach
LeibhÃ©al:	Iarbhunscoil
DÃ¡ta PostÃ¡ilte:	Luan LÃºn 18 2025
SpriocdhÃ¡ta le haghaidh larratas:	Aoine MFÃ©mh 5 2025
DÃ¡ta Tosaithe:	Luan MFÃ©mh 29 2025
StÃ¡das an Phoist:	TÃ©arma Seasta
LÃºn na bhFolÃºntas:	1
LÃºn uaireanta sa tseachtain:	36



SONRAÃ SCOILE

CineÃ¡il Scoile:	MeÃ¡nscoil
StruchtÃºr na Scoile:	BuachaillÃ
Scoil Droichead:	TÃ¡

SONRAÃ AN PHOIST

Eolas Breise:

St Paul's CBS Secondary School invites applications for the position of School Secretary/Accounts Administrator (36 hours per week, 8:00 a.m.â??4:00 p.m., Monday to Friday (except Wednesdays, 8.00pm - 1.00pm).

This is a key role in the school, greeting school visitors and providing administrative support to ensure the effective running of the school office.

Essential Requirements:

- â?? Strong interpersonal skills and clear written and verbal communication.
- â?? Strong administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies.
- â?? Proficiency in Microsoft Office 365 suite.
- â?? Excellent typing and office management skills.
- â?? Ability to work as part of a team.
- â?? Flexible and adaptable approach to work.
- â?? Awareness of the need for confidentiality and discretion.
- â?? Knowledge of GDPR and data protection.

Desirable:

- â?? Familiarity with PPOD, OLCS, VSware, Sage 50 Accounting software (training will be provided).

Key Responsibilities:

- â?? Acting as the school's initial point of contact for visitors (including parents/guardians of our students).
- â?? Managing communications: phone, email, school app, website, VSware (school database platform), OLCS (On-Line Claims System); PPOD (Post-Primary Online Database); Sage 50 (Accounting Software)
- â?? Handling correspondence, postage, and school record management in line with GDPR.
- â?? Supporting school events and liaising with service providers.

á? General office administration and other duties as assigned by the Principal or Deputy Principal.

Appointment Requirements:

The appointment is subject to Garda vetting, MedMark medical clearance, receipt of positive references, and Department of Education & Youth approval.

The successful candidate will be required to complete TUSLA child protection training and will undertake duties consistent with the role of the school secretary/accounts administrator.

Please email applications to recruitment@thebrunner.ie by 4.00pm on Friday, 5th September 2025. Shortlisting will apply, and only those shortlisted will be contacted.

Note: All newly recruited secretaries/administrative staff will be employed under the terms and conditions of Department of Education and Youth Circulars 0036/2022 & 0020/2025. The appointed candidate will commence at point 1 of the salary scale unless they have previous recognised experience in a school administration role.

RIACHTANAIS IARRATAIS

- [TÁj sÁ© riachtanach go mbeadh DearbhÁ° ReachtÁ°il bailÁ ag an duine a cheapfar agus go gcomhlÁjnÁ³dh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- RÁ©iteoirÁ (ainm, rÁ³l, uimhir theagmhÁjla.)
- CV (Digiteach)

Is fÁ©idir iarratais a chur isteach trÁ

- RÁomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	604300
Cuir Iarratas Chuig:	recruitment@thebrunner.ie St Pauls CBS Secondary School North Brunswick Street Dublin 7 D07 VF57
Contae:	Baile Á³tha Cliath
Ceantar Poist:	Dublin 7
Ceisteanna Chuig:	recruitment@thebrunner.ie
SuÁomh GrÁ©asÁjin:	https://www.thebrunner.ie

Is ag IPPN atÁj an cÁ³ipcheart i dtaca leis an fhaisnÁ©is san fhÁ³gra seo agus dÁ©anann IPPN Á a cheadÁ°nÁ° le haghaidh Á°sÁjide ag cuardaitheoirÁ post amhÁjin. NÁ fÁ©idir an fhaisnÁ©is atÁj ann a ÁoslÁ³dÁjil, a chÁ³ipeÁjil nÁj a Á°sÁjid chun crÁocha ar bith eile, lena n-ÁjirÁtear a macasamhlÁ° ar shuÁomhanna grÁ©asÁjin earcaÁochta agus fÁ³graÁochta eile, gan cead sainrÁjite i scrÁbhinn a fhÁjil roimh rÁ© Á³ IPPN.