

ADVERT ID 244976

Secretary

Rush and Lusk Educate Together NS

Raheny Lane Rathmore Road Lusk K45WC62
<https://www.ralet.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Sep 24 2025
Application Closing Date: Wed Oct 8 2025
Commencement Date: Mon Nov 3 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 27
Current Enrolment: 421
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:

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Rush & Lusk ETNS is looking for an enthusiastic, flexible and diligent school secretary for a substitute position for 23 hours per week (there is no timeframe with this position as one of our current secretaries is taking leave that may be short-term or long-term depending on circumstances).

This position will be subject to sanction by the Department of Education

This onsite role is for 23 hours per week over four days.

The successful candidate will ideally have:

- ? Excellent administrative and organisational skills.
- ? High level of proficiency in Microsoft Office and Google Drive and good typing skills.
- ? Excellent communication skills, both verbal and written.
- ? Experience of basic financial systems to enable maintenance of school finance records, payroll and revenue returns.
- ? Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR and data protection regulations.
- ? Proven ability to work as part of a team.
- ? Some prior knowledge of school software systems including Aladdin, Esinet, OLCS, and POD is desirable.

Key Duties and Responsibilities include but not limited to the following:

- ? Organising, maintaining and updating school data bases: Aladdin Connect, Department of Education Database (Esinet), and Primary Online Database (POD)
- ? First point of contact for service providers, suppliers, and visitors.
- ? Managing school correspondence and answering the school phone and emails.
- ? Updating, managing and storing school records in compliance with GDPR.
- ? Other duties as allocated by the Principal or Deputy Principal.
- ? General school administration and office management.
- ? Procurement of resources and the management of school office supplies.

This appointment is subject to a 3-month probationary period and satisfactory Garda vetting. The successful candidate will be required to complete Tusla Child Protection Training.

Please consult the Department of Education Circular 36/2022 for rates of pay and holidays for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of circular 0036/2022. This can be discussed with the successful candidate.

Only Short listed candidates will be contacted regarding arrangements for interview. Interviews will take place on Thursday 16th October in the evening time onsite in our school.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- 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: 20176C
Apply To: Chairperson Board of Managaement,
Rush & Lusk ETNS,
Raheny Lane
Rathmore Road
Lusk
K45WC62
County: Dublin
Postal District: County Dublin
Enquiries To: raletprincipal@ralet.ie
Website: <https://www.ralet.ie>

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