

ID FÃ©GRA 246246

RÃ°naÃ

St Patricks Loreto PS

Vevay Road Bray A98 F652
<https://www.stpatsbray.com>

PRÃ°OMHSHONRAÃ°

StÃ°idas:	GnÃ°mhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	MÃ°irt Samh 4 2025
SpriocdhÃ°ta le haghaidh larratas:	MÃ°irt Samh 25 2025
DÃ°ta Tosaithe:	DÃ°ar Noll 18 2025
StÃ°idas an Phoist:	TÃ°arma Seasta
LÃ°on na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ°il Scoile:	PrÃ°mhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	CailÃ°nÃ° le BuachaillÃ° suas go Rang 1
PÃ°trÃ°nacht na Scoile:	Caitliceach
LÃ°on IomlÃ°n na mBall	43
Foirne MÃ°inteoireachta:	
Rolla Reatha:	715
Scoil Droichead:	TÃ°i

SONRAÃ° AN PHOIST

Eolas Breise:

St. Patrick's Loreto PS, Bray invites applications for the position of School Secretary to cover maternity leave from 18th December 2025 - 15th June 2026., in line with the terms set out in Circular 36/2022.

The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a primary school secretary. The position is subject to compulsory Garda Vetting. Hours will be 8.00am-3.20pm. Holidays as per Circular 36/2022.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Managing school communications: phone, email, databases (e.g. Aladdin, POD, OLCS)
- Management of school's admission process
- General school administration: filing, photocopying, providing clerical and administrative support to Principal, Deputy Principal and staff as required
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- Excellent IT skills, including proficiency in Microsoft Office 365 and willingness to upskill as needed.
- Knowledge in relation to GDPR and data protection.
- Strong organizational skills and ability in regard to attention to detail.

• Ability to use own initiative, to work independently and as part of a team.
• Excellent planning and organisational skills.
• Ability to work closely with Principal, Board of Management, Parents Association and staff.
• Flexibility in the varied demands of the job and the ability to show initiative when required.
• Experience of working in a busy office environment.
• Relates well to children.
• Positive outlook and willingness to contribute to overall school development.
• Commitment to uphold the ethos of the school.
The above job description is not exhaustive.

Please send letter of application, Curriculum Vitae, with contact details for 3 referees, by email to vacancies@stpatsbray.com

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reachtáil bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fáidir iarratais a chur isteach trá

- Róimhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	175370
Cuir Iarratas Chuig:	Vevay Road Bray A98 F652
Contae:	Cill Mhantáin
Ceisteanna Chuig:	vacancies@stpatsbray.com
Suíomh Gráasáin:	https://www.stpatsbray.com

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá n le haghaidh áisáide ag cuardaitheoir post amháin. Ná fáidir an fhaisnéis atá ann a áoslá d áil, a cháipeáil n á a áisáid chun críocho ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaócho agus fágraócho eile, gan cead sainráite i scrábhinn a fháil roimh r á IPPN.