

ADVERT ID 248627

Secretary

St Oliver Plunkett NS

Sandy Lane Blackrock Dundalk A91 AK57
<https://www.blackrockns.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Mar 3 2026
Application Closing Date: Fri Mar 20 2026
Commencement Date: Mon Apr 13 2026
Status of Post: Part-Time
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: 26
Current Enrolment: 510
Droichead school: Yes

POST DETAILS

Additional Information:

St. Oliver Plunkett N.S., Sandy Lane, Blackrock, Dundalk, County Louth, invites applications for the position of Secretary. This is a part-time position and will be subject to the sanction of the Department of Education. The successful candidate will be recruited in line with the terms and conditions as set out in Circular 0055/2025, 36/2022 and 10/2026. The initial contract is for 18.5 hours per week.

The Role:

This position requires a high level of confidentiality, professionalism and discretion. You will provide essential administrative support to our team, ensuring an organised and welcoming environment for students, parents and visitors.

Key Skills required:

- * A team player who can work efficiently on their own initiative when required
- * Excellent interpersonal and organisational skills
- * IT Skills such as Microsoft Office, Excel, Google Suite etc.
- * A willingness to engage in Continuous Professional Development

Key responsibilities:

- * Front of House - working at reception, answering telephone enquiries, handling email and general correspondence.
- * Maintaining school data base - Aladdin
- * Organising buses for events/tours and school visitors
- * Assisting in the school admissions process
- * Working alongside the school management team
- * Operations - Maintaining office supplies and liaising with service providers, suppliers etc.

This list is not exhaustive.

Applications by post only. Please mark 'Secretary position' clearly on the envelope.

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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 15285D
Apply To: Sandy Lane
Blackrock
Dundalk
A91 AK57
County: Louth
Enquiries To: office@blackrockns.ie
Website: <https://www.blackrockns.ie>

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