

ADVERT ID 250624

## Secretary

### Scoil an Chroí Ró Naofa Íosa

Huntstown Way Huntstown D15KF65

<https://www.shns.ie>

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Tue Apr 21 2026
<b>Application Closing Date:</b>	Fri May 1 2026
<b>Commencement Date:</b>	Mon May 18 2026
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	52
<b>Current Enrolment:</b>	700
<b>Droichead school:</b>	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 Sacred Heart of Jesus National School invites applications for the position of full-time school secretary.

This position will operate within a dual-secretary office, working alongside an existing full-time school secretary in a large, busy primary school environment.

Sacred Heart of Jesus National School is a large, modern, vibrant and dynamic primary school in Huntstown, Dublin 15 comprising of 28 mainstream classes and 4 ASD classes.

##### Position Details:

? Hours: 37 hours per week

? The working week is as follows; Monday – Thursday 8.10a.m. – 3.40p.m. and Fridays 8.10a.m. – 3:10p.m.

? Contract: Full-time position

? Probation: The appointment will be subject to a 6-month probationary period

? Employer: Board of Management of Sacred Heart NS

In addition to the weekly hours during the school year, secretarial support will also be required for a number of weeks at the beginning and end of the school summer holiday period.

The position will operate under the terms of Department of Education Circulars 36/2022, 07/2024 and 10/2026. Salary is paid at the first point of the scale unless the successful candidate can

provide evidence to the Department of Education and Youth of recognised previous service as a school secretary, in line with Circular Letter 0055/2025. Applicants are advised to consult the relevant circulars for full details regarding salary, leave entitlements and terms and conditions of employment.

#### Role Overview

The School Secretary is a key member of the school team and is responsible for the efficient running of the school office, supporting school management, staff, pupils and parents/guardians in a professional and welcoming manner.

Duties will include, but are not limited to:

#### Reception and Communication

- ? Act as the first point of contact for the school office.
- ? Manage school reception and assist the principal and staff in managing school correspondence, communication by post, email, telephone and digital school platforms.
- ? Communicate effectively and professionally with parents/guardians, staff, pupils and visitors in person and by post, email, telephone and digital school platforms.
- ? Work in close co-operation with the principal, deputy principal, Board of Management and school staff.
- ? Assist the principal and deputy principal with daily administrative tasks, meeting requests and scheduling events.

#### Financial Administration

- ? Support the school Treasurer and additional school secretary with school financial administration, including processing payments and maintaining all financial records, Financial Support Services Unit (FSSU) monthly reports and yearly school budget in line with FSSU and Department of Education guidelines and requirements.
- ? Enter and reconcile all payments on school accounting system.
- ? Process payroll for school ancillary staff.
- ? Complete school's Relevant Contracts Tax (RCT) requirements during maintenance and building works.
- ? Knowledge of VAT, RCT and payroll required.
- ? Competency in maintaining financial accounts is essential.

#### Administration and Systems

- ? Maintain and update school administrative systems, databases and filing systems to include Department of Education Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin Schools system.
- ? Maintain accurate records in line with General Data Protection Regulation (GDPR) and Department of Education requirements.

#### General Administration

- ? General secretarial and administrative duties consistent with the role of school secretary.
- ? Provide administrative support to the principal, deputy principal, Board of Management and staff.
- ? Update, manage and store school records in compliance with GDPR and all other regulatory requirements.
- ? Maintain effective filing systems (electronic and paper-based).
- ? Maintain staff records (e.g. leave, substitutes, continuing professional development, contracts, appointment forms, vetting).
- ? Support substitute cover and payment processes and adhere to regulatory requirements.
- ? Attend meetings and events as required.

#### Operations and Organisation

- ? Order and manage office supplies.
- ? Liaise with service providers, suppliers, school users, visitors and external agencies.
- ? Assist in organising transport and logistics for school activities.

#### Compliance and Responsibilities

- ? Work in line with school policies and procedures; including Child Safeguarding, GDPR, Health & Safety and Confidentiality.
- ? Participate in required training (e.g. Child Protection/Tusla eLearning).
- ? Carry out other duties appropriate to the role as assigned by the principal, deputy principal and Board of Management.

This list is not exhaustive and may be subject to change.

#### Essential Skills and Competencies

- ? Excellent interpersonal and organisational skills.
- ? Excellent communication skills (both verbal and written).
- ? Excellent IT skills.
- ? Excellent organisational, administrative and secretarial skills.
- ? Reliability, trustworthiness and strict adherence to confidentiality.
- ? Flexibility and adaptability to the needs of the school.

- ? Commitment to uphold the ethos of Sacred Heart of Jesus National School.
- ? Knowledge of GDPR requirements.
- ? Ability to work on own initiative and as part of a team.
- ? Positive outlook and willingness to contribute to overall school development.
- ? Relate well to students.
- ? Ability to prioritise, multitask and work to strict deadlines.
- ? Willingness to upskill and engage in ongoing professional development.

#### Desirable Experience

- ? Previous experience working in office management and administration; experience within an educational setting is preferable.
- ? Experience of operating database platforms such as, or similar to, the Department of Education Online Claims System (OLCS), Pupil Online Database (POD), Aladdin Schools system.

#### Appointment Requirements

- ? The appointment is subject to Garda Vetting and receipt of satisfactory professional references.
- ? It is a requirement to hold a valid Statutory Declaration and to complete a Form of Undertaking for this position.
- ? The successful candidate will be required to undertake Tusla Child Protection Training and other related training.
- ? The successful candidate will be expected to comply with all school policies and procedures.

#### Application Process

Applications should include:

- ? A cover letter
- ? A CV
- ? Contact details for referees

Applications should be submitted by email to [sacredheartnsapplications@gmail.com](mailto:sacredheartnsapplications@gmail.com) by noon on Friday 1st May 2026.

Please include "Secretary Application" in the subject line of the application.

#### 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.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19755L  
**Apply To:** [sacredheartnsapplications@gmail.com](mailto:sacredheartnsapplications@gmail.com)  
**County:** Dublin  
**Postal District:** Dublin 15  
**Enquiries To:** [sacredheartns@gmail.com](mailto:sacredheartns@gmail.com)  
**Website:** <https://www.shns.ie>  
**Further Information:** <https://www.shns.ie>