

ADVERT ID 251613

Secretary / Administrator

Belmayne Educate Together Secondary School

Belmayne Avenue Dublin D13 H2VR
<https://www.belmayneetss.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue May 5 2026
Application Closing Date: Tue May 19 2026
Commencement Date: Mon Jun 22 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Droichead school: Yes

POST DETAILS

Additional Information:

We are currently hiring a full-time school secretary/administrator to join our team and commence in June 2026.

Role Description:

Responding to enquiries from parents, students, teachers and visitors to the school

Managing incoming and outgoing phone calls and e-mails

Managing the school filing system

Distributing incoming post, preparing items for posting

Managing distribution of messages to parents, students and BOM

Assisting with the organisation of school events

Using the PA system

Dealing with financial matters such as collection of monies, lodging money, accounting, bank reconciling, invoicing, payments etc.

Running payroll on a regular basis

Ordering and managing stationary supplies

We are looking for a friendly, hardworking, flexible person with excellent interpersonal and communication skills. Experience in a school setting would be beneficial. If interested, please email your CV and a letter of application to recruitment@belmayneetss.ie

Closing Date: midnight Tuesday 19th May

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

APPLY TO THIS JOB VACANCY

Roll Number: 68346T
Apply To: recruitment@belmayneetss.ie
County: Dublin
Postal District: Dublin 13
Enquiries To: recruitment@belmayneetss.ie
Website: <https://www.belmayneetss.ie>
Further Information: <https://www.belmayneetss.ie/secretary-recruitment/>

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