

ADVERT ID 253855

Secretary

St Joseph's Primary School

Marino Park Avenue Fairview N/A 18726W
<https://www.stjosephsps.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jun 2 2026
Application Closing Date: Fri Jun 12 2026
Commencement Date: Mon Aug 31 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Senior School
Gender: Boys
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 13
Current Enrolment: 114
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:

Probation: The appointment will be subject to a 6-month probationary period
 Employer: Board of Management of St Joseph's Primary School
 In addition to the 30 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. This is paid on a pro rata basis. 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 friendly and welcoming 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 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 the school accounting system.
? Process payroll for school ancillary staff.
? Assist with the Completion of the 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.
? Banking - Cash and cheque lodgements

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), Mindfuel 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.
? 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 up-skill 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 by email only should include:

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

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
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18726W
Apply To: applications@stjosephscbs.ie
County: Dublin
Postal District: Dublin 3
Enquiries To: principal@stjosephsps.ie
Website: <https://www.stjosephsps.ie>

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