

ADVERT ID 254013

Secretary

Good Shepherd NS

Whitehall Road Churchtown Dublin 14 Dublin 14 D14Y448

<https://www.goodshepherd.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Jun 3 2026
Application Closing Date:	Wed Jun 10 2026
Commencement Date:	Wed Aug 26 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
Classification:	DEIS 2
Total No. of Teaching Staff:	21
Current Enrolment:	218
Droichead school:	Yes

POST DETAILS

Additional Information:

Position: Permanent Part-Time (27 hours per week)

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

In addition to the 27 weekly hours during the school year, secretarial support will also be required for a specified 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, 10/2026, and 0009/2026. Salary is paid on a pro-rata basis at the first point of the scale unless the successful candidate can provide evidence of recognised previous service as a school secretary in line with Circular Letter 0055/2025.

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, discrete, and welcoming manner.

Key Duties & Responsibilities

- **Reception & Communication:** Act as the main, welcoming point of contact for the school. Manage the reception desk and coordinate correspondence via phone, email, post, and digital school platforms.
- **Administration & School Systems:** Maintain and update vital school administrative systems, databases, and filing structures—specifically the Department of Education Online Claims System (OLCS/Esinet), Pupil Online Database (POD), and the Aladdin Schools system.
- **Financial Administration:** Support the school Principal and Board Treasurer with financial processes. This includes entering and reconciling payments on the school accounting system,

managing banking records/lodgements, assisting with FSSU monthly reports, processing payroll for ancillary staff, and navigating VAT/Relevant Contracts Tax (RCT) requirements during school maintenance.

- Operations & Logistics: Procurement of office/school supplies, handling incoming deliveries, managing the school office diary, and arranging logistics (such as booking buses) for school trips.
- Compliance: Maintain staff and pupil records in strict compliance with General Data Protection Regulation (GDPR), Child Safeguarding guidelines, and Health & Safety policies.

Essential Skills & Competencies

- Excellent interpersonal, communication (written and verbal), and organisational skills.
- High level of digital competency and IT skills (MS Office especially Word and Excel packages, school databases).
- Reliability, trustworthiness, and strict adherence to absolute confidentiality.
- Ability to multitask, work on own initiative, prioritize tasks, and meet strict deadlines.
- Flexibility and a positive outlook, with a willingness to contribute to the overall ethos and development of Good Shepherd National School.

Desirable Experience

- Previous experience working in office management and administration, preferably within an educational setting.
- Direct experience operating database platforms such as Aladdin, POD, and OLCS.

Appointment Requirements

- The appointment is subject to satisfactory Garda Vetting and receipt of positive professional references.
- It is a requirement to hold a valid Statutory Declaration and complete a Form of Undertaking.
- The successful candidate will be required to undertake Tusla Child Protection Training and comply with all school safeguarding policies. Induction training will be facilitated.

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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19939V

Apply To: Brian Swan,
Chairperson,
Good Shepherd National School,
Whitehall Road
Churchtown
Dublin 14
D14Y448

Mark Secretary Application 2026 in subject box

County: Dublin

Postal District: Dublin 14

Enquiries To: gnsjobapplication@gmail.com

Website: <https://www.goodshepherd.ie>