

ADVERT ID 254905

Secretary

ST PATRICK'S NS RINGSEND

CAMBRIDGE RD RINGSEND DUBLIN 4 DUBLIN D04CH58



MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Jun 10 2026
Application Closing Date:	Wed Jun 24 2026
Commencement Date:	Tue Sep 1 2026
Status of Post:	Permanent
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	23
Current Enrolment:	270
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:

Secretary for newly-amalgamated co-ed primary school. Knowledge and experience of school admin. systems preferable but not crucial. Good IT (MS office/ google drive, payroll systems etc), organisational, time-management and communication skills required. Must work well as part of a team in a fast-paced environment. 37 hours per week during school calendar. Please apply in writing via email.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20602Q
Apply To: CAMBRIDGE RD
RINGSEND
DUBLIN 4
DUBLIN
D04CH58
County: Dublin
Postal District: Dublin 4
Enquiries To: RINGSENDNS@GMAIL.COM

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