

ADVERT ID 256129

Secretary

Presentation Girls' School

Dunboyne Rd. Maynooth W23X0C6
<https://www.presgirlsmaynooth.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Jun 19 2026
Application Closing Date:	Fri Jul 3 2026
Commencement Date:	Tue Sep 1 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Girls
School Patronage:	Catholic
Total No. of Teaching Staff:	36
Current Enrolment:	632
Droichead school:	Yes

POST DETAILS

Additional Information:

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Presentation Girls' School, Maynooth is seeking a part-time secretary for 20 (in-person) hours per week.

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

Employer: Board of Management, Presentation Girls' School.

The position will operate under the terms of Department of Education Circulars. Salary is paid by the Department of Education and Youth 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, discreet 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, full-time secretary, 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 accountant with school financial administration, including processing payments and maintaining all financial records in line with FSSU guidelines.
- ? 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) 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- a high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, PowerPoint, Google Docs, Drive, etc) with an ability and willingness to master new applications.
- ? 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.
- ? Liaise with hall users, organise bookings of the school hall and process applications.

Compliance and Responsibilities

- ? Work in line with school policies and procedures, including Child Safeguarding, GDPR, Health and 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 desirable.
 - ? 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.
 - ? 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.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

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APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	00779U
Apply To:	applications@presgirlsmaynooth.ie with Part-time Secretary in subject line
County:	Kildare
Enquiries To:	info@presgirlsmaynooth.ie
Website:	https://www.presgirlsmaynooth.ie

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