

ADVERT ID 260377

Secretary

John Scottus NS

157 Rathmines Rd Lower, Rathmines D06 R621
<https://johnscottusns.ie/>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sun Aug 9 2026
Application Closing Date: Mon Aug 17 2026
Commencement Date: Mon Aug 24 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Other
Total No. of Teaching Staff: 12
Current Enrolment: 170
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:

John Scottus National School invites applications for the permanent, full-time position of School Secretary.

The successful candidate will commence as soon as possible, subject to the satisfactory completion of Garda Vetting, reference checks and all other required pre-employment checks.

We are seeking an experienced, organised and professional person who will contribute positively to the efficient running of our busy and inclusive school.

Position details

Contract: Permanent, full-time
Hours: 37 hours per week
Working schedule: 7.50am-3.15
Probation: The appointment will be subject to a satisfactory six-month probationary period

The position will operate under the terms and conditions applicable to newly recruited school secretaries as determined by the Department of Education and Youth and the relevant Department salary circulars, as amended from time to time.

Salary will be paid in accordance with the applicable Department salary scale and recognition-of-service arrangements. Applicants should consult the relevant Department circulars for full details of salary, leave and other terms and conditions.

The role

The School Secretary is an integral member of the school community and plays a central role in the efficient administration and day-to-day operation of the school.

The successful candidate will work closely with the Principal, Board of Management and school staff and will manage the school office in a welcoming, professional, organised and confidential manner.

The main areas of responsibility will include:

Managing school communications, correspondence, enquiries and the day-to-day operation of the school office.

Maintaining accurate pupil, staff, payroll, financial and general school records.

Using and maintaining school administrative systems, including Aladdin, the Primary Online Database, the Online Claims System, Esinet and other relevant platforms.

Providing administrative support to the Principal, Board of Management and staff.

Supporting financial administration, including invoices, payments, purchasing, banking and financial records.

Liaising with parents and guardians, staff, the Department, suppliers, service providers and other relevant organisations.

Coordinating administrative arrangements for school activities, bookings, transport, swimming, trips, events and other programmes.

The duties listed are indicative and are not exhaustive.

The successful candidate will undertake other administrative, financial, organisational and school-office duties appropriate to the role of School Secretary, as may reasonably be assigned by the Principal or Board of Management. Duties may change over time to reflect school needs and developments in Department requirements and administrative systems.

Skills and experience

Applicants should demonstrate:

Excellent administrative, organisational and communication skills.

Strong information technology skills and competence in common office applications.

Accuracy, attention to detail and the ability to manage competing priorities.

Discretion and a clear understanding of confidentiality and data-protection responsibilities.

The ability to work independently, use initiative and contribute effectively as part of a team.

A welcoming, flexible and professional manner.

A commitment to supporting the ethos and inclusive values of JSNS.

Previous experience in a school office or busy administrative environment would be advantageous. Experience with school administrative systems, bookkeeping or financial administration would also be beneficial. Relevant induction and training will be provided.

Appointment requirements

The appointment will be subject to:

Satisfactory professional references.

Satisfactory Garda Vetting.

Completion of the required Statutory Declaration and Form of Undertaking.

Evidence of identity and eligibility to work in Ireland.

Compliance with the school's Child Safeguarding Statement, General Data Protection Regulation requirements and other school policies.

A satisfactory six-month probationary period.

Application procedure

Applicants should submit:

A letter of application outlining their suitability for the position.

A current curriculum vitae.

The names, positions and contact details of referees.

Only applicants shortlisted for interview will be contacted.

Applications should be submitted by email to

sec26@johnscottus.ie

no later than

5pm on Monday 17th August

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

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20103V
Apply To: 157 Rathmines Rd Lower,
Rathmines
D06 R621
primary@johnscottus.ie
County: Dublin
Postal District: Dublin 6
Website: <https://johnscottusns.ie/>

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