

ID FÃ©GRA 260793

RÃ©naÃ© / RiarthÃ©ir

Holy Family Secondary School

Holy Family Secondary School Naas Road Newbridge W12YD71
<https://www.holyfamily.ie>



PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Iarbhunscoil
DÃ©ta PostÃ©ilte:	DÃ©ar LÃ©n 13 2026
SpriocdhÃ©ta le haghaidh larratas:	DÃ©ar LÃ©n 20 2026
DÃ©ta Tosaithe:	Luan LÃ©n 31 2026
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1
LÃ©on uaireanta sa tseachtain:	24

SONRAÃ© SCOILE

CineÃ©il Scoile:	MeÃ©inscoil Dheonach
StruchtÃ©r na Scoile:	CailÃ©nÃ©
Rolla Reatha:	770
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

The Board of Management of Holy Family Secondary School invites applications for a part-time School Accounts Secretary/Administrator for 24 hours per week. The days and times of work will be agreed with the successful candidate, but they must be available to work on Fridays. Applicants must have previous secretarial or administrative experience, as well as experience in accounts, bookkeeping, or financial administration. Strong IT, organisational, and communication skills are also essential. Experience in a school setting or with school accounting systems is desirable. Shortlisting may apply.

The suitable candidate will be an integral part of the school community and will work directly with the existing secretarial staff.

The appointment will be made under the terms and conditions in accordance with the relevant Department of Education and Youth salary scale for the grade appointed, as set out in Circular Letter 0061/2026. The appointed candidate will commence at point 1 of the salary scale unless they have previous recognised experience as a School Secretary.

Duties will include general school-office administration, correspondence, record-keeping, processing invoices and payments, maintaining financial records, and other duties as assigned by the Principal/Deputy Principals. Applicants must have excellent administrative and team-working skills as well as a high level of attention to detail and the utmost levels of discretion and professionalism in their work.

It is desirable that they are skilled in using SAGE 50 Accounts, VSWare, PPOD and Unique school app but training will be provided in the use of these.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. Induction training will be facilitated.

Interested candidates should submit a Curriculum Vitae and covering letter showing evidence of the skills as well as names and contact details of two referees to

posts@hollyfamily.ie
Shortlisting may apply

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

Tá sá riachtanach go mbeadh Dearbh Reachtáil bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltais nuair a thairgfear fostaíocht dá bhí sa phost seo.

RIACHTANAIS IARRATAIS

- Réiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tríd

- Réomhphost
- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÍNTAS SEO

Uimhir Rolla: 61682A
Cuir iarratas Chuig: Holy Family Secondary School
Naas Road
Newbridge
W12YD71
posts@hollyfamily.ie
Contae: Cill Dara
Suíomh Grádasáin: <https://www.hollyfamily.ie>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá n le haghaidh á sáide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áoslá d áil, a cháipeáil n á a á sáid chun críocho ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ré á IPPN.