

ADVERT ID 262333

Secretary

St Andrews NS

Newcourt Road Bray A98PY88
<https://www.standrewsbray.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Sep 17 2026
Application Closing Date: Thu Oct 1 2026
Commencement Date: Mon Nov 2 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 14
Current Enrolment: 198
Droichead school: Yes

POST DETAILS

Additional Information:

St Andrews National School invites applications for the position of School Secretary (Monday to Friday, 8:20am – 3:00pm). Salary and conditions of employment are aligned with Department of Education Circular 36/2022 and Circular 78/2024. Scale point placement is subject to verified prior school secretarial service. Appointment is subject to a 6-month probationary period, satisfactory Garda Vetting clearance and mandatory Tusla Child Protection training.

Key Requirements & Competencies

1. Communication & Discretion: Excellent verbal and written communication skills with absolute discretion, integrity and strict adherence to confidentiality, GDPR, Data Protection and Child Safeguarding standards.
2. Personal Attributes: Strong organisational skills, attention to detail, ability to work on own initiative, prioritise under pressure and work collaboratively with school leadership.
3. Administrative Experience: Proven experience in office management, electronic filing, record maintenance and daily administrative operations.
4. Financial Administration: Strong proficiency in basic bookkeeping, managing payroll, online banking/payment systems and maintaining FSSU-compliant financial accounts.
5. ICT Proficiency: High competence in Microsoft Office (Word, Excel) and Google Workspace. Practical experience with school software (Aladdin, POD, OLCS and Tusla returns) is highly desirable.

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: 13597M

Apply To: For the attention of Mr Peter McCrodden, Chairperson of the BOM by email to posts@standrewsbray.ie. Please note SECRETARY POSITION in the subject bar.

Applications will ONLY be accepted by email until 5pm on Thursday 1st October 2026.

County: Wicklow

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

Further Information: <https://www.standrewsbray.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.