

ADVERT ID 262559

Secretary

Dangan National School

Clonmahon Trim Road Summerhill A83 HN83
<https://dangannationalschool.ie>



MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Sep 22 2026
Application Closing Date:	Tue Oct 6 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:	Catholic
Total No. of Teaching Staff:	10
Current Enrolment:	200
Droichead school:	Yes

POST DETAILS

Additional Information:

Dangan National School invites applications for the position of School Secretary (Monday to Friday, 8:45am – 2:30pm). 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: 19018A
Apply To: vacancy@dangannationalschool.ie
County: Meath
Website: <https://dangannationalschool.ie>
Further Information: <https://www.dangannationalschool.ie>

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