ADVERT ID 262786

Secretary

Scoil Carmel

Firhouse Road Dublin D24 NA44
https://www.scoilcarmeljns.com/

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Sep 29 2026
Application Closing Date:	Wed Oct 14 2026
Commencement Date:	Mon Nov 2 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Junior School
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	16
Current Enrolment:	327
Droichead school:	Yes

POST DETAILS

Additional Information:
Scoil Carmel NS is a Catholic School under the patronage of the Archbishop of Dublin.
Scoil Carmel NS invites applications for the position of School Secretary.
This is a full time, permanent position. This appointment is subject to sanction by the Department of Education in accordance with Circular 36/2022.
The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.
This position is subject to a 6 month probationary period.
The successful candidate will have experience in office management and administration.
A School Secretary will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner.
Responsibilities include but are not limited to:
General secretarial duties consistent with the role of School Secretary such as
Carrying out administrative duties assigned by the Principal.
Working in close co-operation with Principal, Deputy Principal and staff.
Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
Organising, maintaining and updating school databases and filing systems such as Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll.
Competency in maintaining financial accounts, budgets, online banking systems, procurement and monthly financial reports.
Managing school correspondence with professionalism and confidentiality.
Maintenance of the school and office supplies and operating all office machines (photocopier,

laminator etc.).
Maintenance and filing of all documentation.
Liaising with representative of service providers, suppliers and visitors.
Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
Coordination of internal communication (post, telephone messages, email etc.).
To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person.
Skills or Knowledge Required:
Excellent interpersonal and organisational skills.
Excellent oral and written communication abilities.
Excellent typing/ I.T. skills and attention to detail.
Willingness to upskill where necessary.
Ability to use own initiative, to work independently and as part of a team.
Ability to relate well to children.
Positive outlook and willingness to contribute to the overall school development.
Commitment to uphold the ethos of the school.
Previous experience in a school setting desirable.
The above description is not exhaustive.
Applications by email only.
Please write Secretary Application in the subject line.
Those shortlisted for interview will be contacted by email.

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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	17899C
Apply To:	The Chairperson applicationsscoilcarmelns@gmail.com
County:	Dublin
Postal District:	Dublin 24
Website:	https://www.scoilcarmeljns.com/

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