

ADVERT ID 262816

Secretary

Scoil Bhríde

Milltown Newbridge W12 PF82
<https://www.scoilbhridemilltown.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Sep 29 2026
Application Closing Date: Tue Oct 13 2026
Commencement Date: Mon Nov 2 2026
Status of Post: Part-Time
Number of Vacancies: 1
This is a readvertisement

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 14
Current Enrolment: 228
Droichead school: Yes

POST DETAILS

Additional Information:

This is a part-time/job share position - It is 12 hours per week for the remainder of the 2026/2027 school year..

Role Overview

The School Secretary is a key member of the school team and is responsible for the efficient running of the school office, supporting school management, staff, pupils and parents/guardians in a professional and welcoming manner.

Duties will include, but are not limited to:

Reception and Communication

? Act as the first point of contact for the school office.

? Manage school reception and assist the principal and staff in managing school correspondence, communication by post, email, telephone and digital school platforms.

? Communicate effectively and professionally with parents/guardians, staff, pupils and visitors in person and by post, email, telephone and digital school platforms.

? Work in close co-operation with the principal, deputy principal, Board of Management and school staff.

? Assist the principal and deputy principal with daily administrative tasks, meeting requests and scheduling events.

Financial Administration

? Support the school Treasurer with school financial administration, including processing payments and maintaining all financial records, Financial Support Services Unit (FSSU) monthly reports and yearly school budget in line with FSSU and Department of Education guidelines and requirements.

- ? Enter and reconcile all payments on school accounting system.
- ? Process payroll for school ancillary staff.
- ? Assist with the Completion of the school's Relevant Contracts Tax (RCT) requirements during maintenance and building works.
- ? Knowledge of VAT, RCT and payroll required.
- ? Competency in maintaining financial accounts is essential.
- ?Banking - Cash and cheque lodgements

Administration and Systems

- ? Maintain and update school administrative systems, databases and filing systems to include Department of Education Online Claims System (OLCS), Pupil Online Database (POD) and Aladdin Schools system.
- ? Maintain accurate records in line with General Data Protection Regulation (GDPR) and Department of Education requirements.

General Administration

- ? General secretarial and administrative duties consistent with the role of school secretary.
- ? Provide administrative support to the principal, deputy principal, Board of Management and staff.
- ? Update, manage and store school records in compliance with GDPR and all other regulatory requirements.
- ? Maintain effective filing systems (electronic and paper-based).
- ? Maintain staff records (e.g. leave, substitutes, continuing professional development, contracts, appointment forms, vetting).
- ? Support substitute cover and payment processes and adhere to regulatory requirements.
- ? Attend meetings and events as required.

Operations and Organisation

- ? Order and manage office supplies.
- ? Liaise with service providers, suppliers, school users, visitors and external agencies.
- ? Assist in organising transport and logistics for school activities.

Compliance and Responsibilities

- ? Work in line with school policies and procedures; including Child Safeguarding, GDPR, Health & Safety and Confidentiality.
- ? Participate in required training (e.g. Child Protection/Tusla eLearning).
- ? Carry out other duties appropriate to the role as assigned by the principal, deputy principal and Board of Management.

This list is not exhaustive and may be subject to change.

Essential Skills and Competencies

- ? Excellent interpersonal and organisational skills.
- ? Excellent communication skills (both verbal and written).
- ? Excellent IT skills.
- ? Excellent organisational, administrative and secretarial skills.
- ? Reliability, trustworthiness and strict adherence to confidentiality.
- ? Flexibility and adaptability to the needs of the school.
- ? Commitment to uphold the ethos of Scoil Bhríde, Milltown.
- ? Knowledge of GDPR requirements.
- ? Ability to work on own initiative and as part of a team.
- ? Positive outlook and willingness to contribute to overall school development.
- ? Relate well to students.
- ? Ability to prioritise, multitask and work to strict deadlines.
- ? Willingness to up-skill and engage in ongoing professional development.

Essential Experience

- ? Previous experience working in office management and administration; experience within an educational setting.
- ? Experience of operating database platforms such as, or similar to, the Department of Education Online Claims System (OLCS), Pupil Online Database (POD), Aladdin Schools system.

Appointment Requirements

- ? The appointment is subject to Garda Vetting and receipt of satisfactory professional references. It is a requirement to hold a valid Statutory Declaration and to complete a Form of Undertaking for this position.
- ? The successful candidate will be required to undertake Tusla Child Protection Training and other related training.
- ? The successful candidate will be expected to comply with all school policies and procedures.

[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: 16654N

Apply To: recruitment@scoilbhridemilltown.ie

Please insert Part Time Secretary Position in the subject line.

County: Kildare

Website: <https://www.scoilbhridemilltown.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.