

ADVERT ID 262859

Secretary

St Laurences School

Kindlestown Kindlestown Greystones Greystones A63 Y6P9
<https://www.stlaurences.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Sep 30 2026
Application Closing Date: Mon Oct 12 2026
Commencement Date: Wed Nov 11 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 40
Current Enrolment: 663
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

The position will operate under the terms of Department of Education Circulars 36/2022, 07/2024 and 10/2026. Salary is paid at the first point of the scale unless the successful candidate can provide evidence to the Department of Education and Youth of recognised previous service as a school secretary, in line with Circular Letter 0055/2025. Applicants are advised to consult the relevant circulars for full details regarding salary, leave entitlements and terms and conditions of employment.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake the TUSLA Children's First Elearning Programme online.

This position is subject to a 6 month probationary period.

Hours of work are 21 hours per week, 7 hours per day, 3 days per week.

General secretarial and administrative duties consistent with the role of School Secretary are as follows:

- ? Working in close co-operation with Principal and Deputy Principal and full time Secretary.
- ? Dealing with parents, staff, students and visitors in a courteous and professional manner.
- ? Organising, maintaining and updating school databases and filing systems to include: Aladdin, OLCS and POD.
- ? Managing school correspondence.
- ? Co-ordination of internal communication (post, email, telephone etc).
- ? Maintenance and filing of all documentation.
- ? Maintaining records of leave, CPD and contracts.

? Liaising with representatives of service providers, suppliers, school users and visitors.
? Making necessary arrangements for school trips, meetings, interviews etc.
? Carrying out other duties assigned by the Principal and related to the post of School Secretary.
? To be aware of and comply with school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to the appropriate person.

Skills and Knowledge Required:

? Excellent interpersonal and organisational skills.
? Excellent communication skills (both verbal and written).
? IT skills
? Assisting the Principal, Deputy Principal and full time Secretary with daily administrative tasks, meeting requests and scheduling events.
? Willingness to upskill and engage in ongoing professional development.
? Ability to maintain confidentiality in all areas of work
? Ability to work independently and as part of a team
? Flexibility in the varied demands of the job.
? Ability to prioritise, multitask and work to strict deadlines.
? Positive outlook and willingness to contribute to the overall school development and abide by the school's Catholic ethos.

Please include "Secretary Application" in the subject line of the application.

Apply to office@stlaurences.ie

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)

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Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19573F

Apply To: office@stlaurences.ie for the attention of the Chairperson of the Board of Management

County: Wicklow

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

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