ADVERT ID 263576

Secretary / Administrator

St. Mary's Secondary School

Holy Faith Convent Old Finglas Road Glasnevin Dublin 11 D11X478
https://www.stmaryshfcglasnevin.com

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Fri Oct 23 2026
Application Closing Date:	Fri Nov 6 2026
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	22.5

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Girls
Current Enrolment:	836
Droichead school:	Yes

POST DETAILS

Additional Information:
St Mary's Holy Faith Secondary School Glasnevin
Role: Financial and General Administrator

Financial Administration
• Administration of all school finances, including processing and reconciling all purchases and payments and maintaining comprehensive financial records. Sage 50 Accounts
• Accounts to be maintained in accordance with the FSSU and the DES circulars.
• Processing of weekly and monthly payments on Sage Payroll.
• Maintaining and processing of all RCT/VAT payments to Revenue while acting as Principle Contractor.
• Responsible for all VAT/PAYE inputting and reconciliation of revenue returns.
• Control of all lodgments/receipts on bank accounts and reconciliation of same.
• Preparation of monthly management information.

General Administration.
• To act as Receptionist, answering the telephone, taking messages and relaying them to the people concerned. Meeting people who call to the office each day and dealing with their queries/requests.
• To type letters pertaining to school business. These include correspondence for the Principal, Deputy Principal and Teachers.
• To have a practiced understanding of Microsoft Word Excel and other relevant ICT programmes.
• To Maintain of school email account
• Inputting of all staff leave and substitute cover via Esinet. Recording of all leave correspondence.
• To act as Recording Secretary at the Board of Management meetings. Preparing minutes for regular Board of Management meetings. Preparing Accounts for regular Board of Management Meetings
• To prepare the Annual Accounts for audit.
• To perform such other similar duties as may be required and generally to carry out such duties

as may be required from time to time by the Board Of Management, Principal, Deputy Principal or other persons in charge over you
• Liaising with School Principal and Deputy Principals
• Ensuring the utmost confidentiality in all aspects of the role.

Hours
22 ½ hours, 8.30 to 4.30, Wednesday to Friday.
Salary
Salary pertains to Circular 16/26

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
- References (written)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	60770P
Apply To:	Holy Faith Convent Old Finglas Road Glasnevin Dublin 11 D11X478 applications@stmaryshfg.ie
County:	Dublin
Postal District:	Dublin 11
Website:	https://www.stmaryshfcglasnevin.com

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