ADVERT ID 263782

Secretary

Scoil Naomh Colmcille SNS

Scoil Cholmcille SNS Newbrook Rd Donaghmede Donaghmede D13 XP49
https://www.scoilcholmcillesns.ie

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Nov 3 2026
Application Closing Date:	Wed Nov 18 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Senior School
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	18
Current Enrolment:	220
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:
Hours: Part-Time (19 hours per week)
This position is subject to the terms of Circular 0036/2022 (Revision of Salaries and Annual Leave Arrangements for School Secretaries).

Scoil Cholmcille is seeking an enthusiastic, hardworking Primary School Secretary who is competent and experienced in Office Administration.

The School Secretary is an integral part of our school community. Working closely with the Principal and Deputy Principal, they manage the school office in a welcoming, professional, and discreet manner.

The successful candidate will have:
Excellent organizational, interpersonal, oral, and written communication skills. Ability to deal with parents, staff, pupils, and visitors courteously and professionally (in person, by phone, and by email).
Strong administrative skills to support the management of school finances, correspondence, and communications.
High level of competency in Microsoft Office (Word, Excel) and Google Drive. Experience with school databases and platforms—Aladdin, Primary Online Database (POD), Online Claims System (OLCS), and FSSU financial reporting files—is desirable.
Ability to plan and work on one's own initiative, while working collaboratively in a team environment with the Principal and school staff.

Reliability, trustworthiness, and strict adherence to confidentiality and GDPR/Data Protection standards.
Flexibility to multitask, work under pressure, meet deadlines, and respond adaptively to the daily needs of the school.

Duties include, but are not limited to:
Managing general secretarial tasks, daily school communications (phone, email, post), procuring school resources, maintaining office equipment, and managing school documentation.
Updating, organizing, and storing school records in compliance with GDPR. Managing systems including Aladdin, POD, OLCS, and FSSU files.
Assisting with school finances, managing petty cash, banking/postage.
Assisting with the organization of school events, booking activities, courses, and transport/buses.
Complying with all school policies—including Child Safeguarding, Health & Safety, and Data Protection—and reporting concerns appropriately.
Carrying out additional administrative tasks as allocated by the Principal and/or Board of Management.

This appointment is subject to satisfactory Garda Vetting clearance.
Completion of Medmark medical clearance is required prior to appointment.
The successful candidate will be required to undertake Tusla Child Safeguarding training.
Probationary Period: 6-month probationary period

Applications are accepted by email only to recruitment@scholmcille.com
Please submit a Letter of Application and CV, including the contact details of referees.
Closing Date: Applications close strictly at 12:00 PM on November 18th, 2026.

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:	19611K
Apply To:	recruitment@scholmcille.com
County:	Dublin
Postal District:	Dublin 13
Website:	https://www.scoilcholmcillesns.ie

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