ADVERT ID 263911

Secretary

Harold School

Eden Road Lower Glasthule Glasthule Dun Laoghaire A96X043
https://www.theharoldschool.ie

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Nov 6 2026
Application Closing Date:	Fri Nov 20 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:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	38
Current Enrolment:	651
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:
Additional Information:
The Harold School invites applications for a part-time job share position (week on/week off) of School Secretary (35 hours a week) for the remainder of the school year 2026/2027. This position will revert to a full-time position in the future.

This position, is subject to the terms of Department of Education Circular 36/2022: Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry level for this role is on the first point of the pay 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 Child Protection Training and other related training.

The initial hours for the working week arrangement are: Monday to Friday (08.00 a.m.- 3.30 p.m.)
The suitable candidate 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 and administrative duties consistent with the role of School Secretary as outlined below:
• Working in close co-operation with Principal and Deputy Principal
• Dealing with parents, staff, pupils and visitors in a courteous and professional manner
• Organising, maintaining and updating school databases and filing systems to include: Aladdin,

Vetting .
• Managing school correspondence
• Co-ordination of internal communication (email, Aladdin, telephone etc).
• Maintenance and filing of all documentation
• Maintaining records of leave, CPD and contracts
• Maintaining records of school finances
• Liaising with the Chairperson, treasurer and school accountant
• 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 organizational skills
• Excellent communication skills (both verbal and written)
• Excellent IT skills, including proficiency in Microsoft Office, G Suite and other online applications
• 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
• Competency in maintaining financial accounts, using Excel, online banking etc.
• The ability to assist the Principal with daily administrative tasks, meeting requests and scheduling events
• Willingness to engage in ongoing professional development
• Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR regulations
• The ability to use own initiative, to work independently and as part of a team
• Ability to work closely with the Principal/Deputy Principal, Board of Management and Staff
• Relates well to children
• 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

The successful candidate should demonstrate a commitment to uphold the Catholic ethos of the school. They should be team orientated and flexible. While not necessary experience in a similar role is advantageous.

Please put School Secretary (part-time) Application December 26 in the email's subject box.
Interviews will take place in early December.
It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.
.

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:	20141G
Apply To:	Eden Road Lower Glasthule Glasthule Dun Laoghaire A96X043 admin@haroldschool.ie
County:	Dublin
Postal District:	County Dublin
Website:	https://www.theharoldschool.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.