ADVERT ID 264043

Secretary

North Kildare Educate Together National School

Clane Road Celbridge W23HFX0
https://www.nketns.ie

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Nov 11 2026
Application Closing Date:	Mon Nov 30 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total No. of Teaching Staff:	26
Current Enrolment:	432
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:
Temporary Contract with the potential for Permanency from April 2027
Patronage: Educate Together
Employer: Board of Management
Terms: DE Circulars 0055/2025 & 0007/2024
Payroll: BOM Funded initially; Transfer to DE Payroll after probation

School Overview & Educate Together Ethos

Our school is an Educate Together primary school committed to delivering an equality-based, co-educational, child-centred, and democratically-run educational environment. We celebrate diversity, foster active participation across our school community, and place the well-being and developmental growth of every child at the heart of daily school life.

We are seeking a dynamic, warm, and highly organised School Secretary to manage our school office and serve as a central, welcoming pillar of our inclusive school community.

Role Overview

The School Secretary is a key member of the school team and is responsible for the efficient, professional, and discreet running of the school office. Operating within our child-centred and inclusive ethos, the secretary supports school management, staff, pupils, parents/guardians, and visitors in a collaborative and welcoming manner.

Key Duties and Responsibilities
1. Reception & Community Communication
Act as the friendly, inclusive, and welcoming first point of contact for all pupils, parents/guardians, staff, and visitors.
Manage daily school reception and correspondence via post, email, telephone, and digital communication platforms.
Work in close, democratic co-operation with the Principal, Deputy Principal, Board of Management, staff, and parent body.
Support school leadership with daily scheduling, meeting organisation, administrative tasks, and event logistics.

2. Financial Administration
Support the school Treasurer and accountant with financial administration in accordance with Financial Support Services Unit (FSSU) guidelines.
Process payments, maintain accurate accounts, process ancillary staff payroll, and handle banking lodgements (cash and cheques).
Assist with Relevant Contracts Tax (RCT) and VAT requirements during maintenance and building works.

3. Administrative Systems & Data Management
Maintain and update essential Department of Education databases: Online Claims System (OLCS), Pupil Online Database (POD), and Aladdin Schools system.
Manage electronic and physical filing systems in strict compliance with General Data Protection Regulation (GDPR) standards.

4. General Office & Operational Logistics
Execute secretarial duties with high proficiency in ICT (Microsoft Office, Google Workspace) and adaptability to master new platforms.
Maintain staff records (vetting, contracts, substitute cover, leave, and continuing professional development).
Order and manage office supplies, coordinate school hall bookings, organize activity transport, and liaise with suppliers and external agencies.

5. Compliance & Safeguarding
Adhere strictly to all school policies, including Child Safeguarding, GDPR, Health & Safety, and Confidentiality.
Complete mandatory Tusla Child Protection eLearning and related ongoing professional development.
Carry out other appropriate duties assigned by the Principal, Deputy Principal, and Board of Management.

Terms & Conditions of Employment
Hours & Scale: Full-time position structured as per Department of Education Circulars 0055/2025 and 0007/2024. Salary operates under Department terms and is paid at the first point of the scale, unless previous recognised school secretary service is evidenced.

Funding & Payroll Structure: Position is initially funded directly by the Board of Management.

Appointment Requirements: Subject to satisfactory Garda Vetting, professional references, holding a valid Statutory Declaration and Form of Undertaking, and completion of Tusla Child Protection training.

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:	19995I
Apply To:	recruitment@nketns.ie
County:	Kildare
Website:	https://www.nketns.ie

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