ADVERT ID 264208

Secretary / Administrator

Stepaside Educate Together Secondary School

Ballyogan Road Leopardstown Dublin 18 D18 VEAO
https://www.stepasideetss.ie

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Mon Nov 16 2026
Application Closing Date:	Wed Nov 25 2026
Commencement Date:	Mon Dec 7 2026
Status of Post:	Part-Time
Number of Vacancies:	1
Number of hours per week:	20

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Co-Educational
Current Enrolment:	750
Droichead school:	Yes

POST DETAILS

Additional Information:
Part-Time School Receptionist (Term Time Only)
Hours: 9:00am-13:00pm, Monday to Friday (20 hours)
Role
Provide a welcoming front-of-house service and support day-to-day school administration.
Key Duties
Welcome visitors, students and parents.
Manage student sign-in/sign-out records.
Answer and direct phone calls and enquiries.
Assist with enrolment administration and student records.
Provide general administrative support.
Requirements
Strong communication and organisational skills.
Good IT skills, including Microsoft Office.
Professional, reliable and able to maintain confidentiality.
Previous reception or school administration experience desirable.
Contract
Term-time only, 20 hours per week. Salary in line with the school's approved pay scale. €15 per hour
It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

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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:	68241F
Apply To:	recruitment@stepasideetss.ie
County:	Dublin
Postal District:	Dublin 18
Website:	https://www.stepasideetss.ie
Further Information:	https://www.stepasideetss.ie

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