

ADVERT ID 229485

## Secretary

### SN Muire Naofa

Pollach Tullamore R35K521  
<https://www.pulloughns.com>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Jan 31 2025 15:44:41  
**Application Closing Date:** Fri Feb 14 2025  
**Commencement Date:** Mon Feb 24 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS Rural  
**Total No. of Teaching Staff:** 6  
**Current Enrolment:** 78  
**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:

This is a Part Time position (18.5 hours per week).

St. Mary's NS is a co-educational rural primary School under the patronage of the diocese of Ardagh & Clonmacnoise.

The ideal candidate should have/the role will entail:

Secretarial experience in a busy office environment and/or child-centred environment.  
 Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.  
 Excellent organisational and interpersonal skills, including oral and written communication skills.  
 Competency in maintaining financial accounts, including wages, online payment systems, procurement, and monthly financial reports (FSSU/Brightbooks) and management of payments/financial accounts/invoices and payroll.  
 A high level of proficiency in ICT and the use of Microsoft 365 and other online applications and willingness to upskill as needed.  
 Office administration skills including photocopying, laminating, binding, etc.  
 Knowledge of GDPR & Data Protection requirements.  
 Ability to assist the Principal with daily administration tasks.  
 Confidentiality and professionalism are absolutely essential.  
 Manage school communications: phone, email, databases.  
 Flexibility to meet the varied demands of the role and show initiative when required.

Positive outlook and willingness to contribute to the overall development of the school.  
Commitment to uphold the ethos of the school.  
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection. The position is subject to a 12 month probation period.  
The above list is not exhaustive.

Please mark envelopes with 'Secretary Application'.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17069H  
**Apply To:** Tom Naughton  
Pullough NS  
Pullough  
Tullamore  
Co. Offaly  
R35K521  
**County:** Offaly  
**Enquiries To:** [info@pulloughns.com](mailto:info@pulloughns.com)  
**Website:** <https://www.pulloughns.com>

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