

ADVERT ID 230997

## Secretary

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### Courtenay NS

Courtenay NS Gortboy Newcastle West V42X343

<https://www.courtenayschool.ie>

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#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Mon Mar 31 2025 11:35:45
<b>Application Closing Date:</b>	Wed Apr 23 2025
<b>Commencement Date:</b>	Mon Aug 18 2025
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

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#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Boys
<b>School Patronage:</b>	Catholic
<b>Classification:</b>	DEIS 1
<b>Total No. of Teaching Staff:</b>	29
<b>Current Enrolment:</b>	263
<b>Droichead school:</b>	Yes

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#### POST DETAILS

##### Additional Information:

The Board of Management of Courtenay National School invites applications for the position of school secretary. This position is for 25 working hours per week, paid by the Department of Education NTS payroll.

The ideal candidate would have:

- A clear understanding of the role of school secretary
- Excellent interpersonal skills, including oral and written communication skills.
- Relevant Qualifications and/or experience in a similar setting
- Administrative and organisational skills, a knowledge and understanding of the principles of GDPR, good record keeping and complying with Department of Education guidelines.
- Book keeping skills including recording of school income and expenditure, payment of wages of bus escorts and ancillary staff, budget keeping, making online payments, procurement and preparation of financial reports in consultation with the school treasurer and Board of Management.
- A high level of proficiency in I.T. and in the use of Microsoft Office.
- Familiarity of working with online school databases including Aladdin, POD & OLCS systems an advantage.
- Capacity to plan and work efficiently on own initiative
- Capacity to work in a respectful and professional manner demonstrating the flexibility consistent with the nature of this role
- Recording attendance of staff and visitors for the purpose of school Health and Safety records
- Overseeing the maintenance and supply of office equipment and stationery supplies.
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality

Please clearly indicate "SECRETARY APPLICATION" on the envelope.

The appointment is subject to Garda Vetting and the successful candidate will be required to

undertake TUSLA Child protection Training and training in GDPR.

A panel of applicants may be set up to fill vacancies which may occur within 4 months from the date on which the Board approves the successful candidate.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17951B  
**Apply To:** Richard Collins  
Chairperson, Board of Management,  
Courtenay National School,  
Gortboy,  
Newcastle West  
Co. Limerick  
V42X343.  
**County:** Limerick  
**Enquiries To:** [info@courtenayschool.ie](mailto:info@courtenayschool.ie)  
**Website:** <https://www.courtenayschool.ie>  
**Further Information:** <https://www.courtenayschool.ie>

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