

ADVERT ID 231232

## Secretary

### Ss. Peter & Paul's CBS

Kickham Street Clonmel E91NF43  
<https://www.peterandpaulschool.net>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Sun Mar 30 2025 09:32:58  
**Application Closing Date:** Mon Apr 7 2025  
**Commencement Date:** Mon Apr 21 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Boys  
**School Patronage:** Catholic  
**Classification:** DEIS 2  
**Total No. of Teaching Staff:** 21  
**Current Enrolment:** 320  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

This is a full-time position of 37 hours per week. This position is for 52 weeks of the year and holidays must be taken during school closures. The position is subject to a 6 month probationary period. This position will be subject to the terms and conditions of circular 0036/22. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The appointment will be subject to Garda Vetting.

##### Essential Personal Qualities

- Demonstrate an ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexible and adaptable to the needs of the school and open to new skills/challenges
- Positive outlook, ability to work on own initiative and willingness to contribute to overall school development

##### Responsibilities include but not limited to:

- General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school event e.g. booking venues/buses, liaising with providers and suppliers
- Carrying out administrative duties assigned by the Principal and Deputy Principal
- Working closely with the Principal, staff and parents in a polite and professional manner
- Maintaining financial records and managing on-line payments
- Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD)

• Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection

##### Essential Skills and Experience

- Administrative skills and experience of working in a busy office environment
- Proficiency in email, Microsoft applications to include excel and good typing skills

- Familiarity of booking keeping and online payments to manage school finances
- Good record-keeping and knowledge of school applications e.g. Aladdin, OLCS and POD
- Excellent interpersonal skills, including oral and written communication skills

#### APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16729S  
**Apply To:** The Chairperson  
Ss. Peter and Pauls CBS  
Kickham Street  
Clonmel  
E91NF43  
**County:** Tipperary  
**Enquiries To:** [o.tobin@peterandpaulschool.net](mailto:o.tobin@peterandpaulschool.net)  
**Website:** <https://www.peterandpaulschool.net>

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