

ADVERT ID 231671

## Secretary

### St Mary's N.S

St. Mary's National School, Kilrusheighter Templeboy Co. Sligo F91NT98

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Tue Apr 8 2025 08:26:22
<b>Application Closing Date:</b>	Fri Apr 25 2025
<b>Commencement Date:</b>	Mon May 12 2025
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	2
<b>Droichead school:</b>	No

#### 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:

Shared Secretary Position

This is a part-time position of 24 hours per week. 12 hours will be in Killeenduff NS (St. Farnan's NS) and 12 hours will be in St Mary's NS, Kilrusheighter. This position is for 52 weeks of the year and holidays must be taken during school closures. The candidate will hold a separate contract in both schools. This position will be subject to the terms and conditions of circular 0036/22. The position is subject to a 6 month probationary period in each school. 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.

The agreed general working pattern for the position will be every Monday and Thursday in Killeenduff NS and every Tuesday and Friday in St Mary's NS, Kilrusheighter. Wednesday each week will be alternated between the schools. This arrangement is subject to change based on the discretion of management.

The eircode for Killeenduff NS is F26 KX78

The eircode for St. Mary's, Kilrusheighter is F91 NT98.

Check out our websites [www.killeenduffns.ie](http://www.killeenduffns.ie) and [www.kilrusheighterns.ie](http://www.kilrusheighterns.ie) to find out about our schools.

##### 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 both schools 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, Google applications, 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

If you have any queries about this position, contact [principal@killeenduffns.ie](mailto:principal@killeenduffns.ie) by email.

Closing date for applications will be 25th of April at 17:00.

Late applications will not be considered for short listing.

Postal applications will also not be accepted.

This position is advertised on [Educationposts.ie](http://Educationposts.ie) for both Killeenduff NS and St. Mary's NS, Kilrusheighter. Candidates must apply to the email address listed below.

Letters of Application must be addressed to:

'Chairpersons,  
Killeenduff NS,  
St Mary's NS, Kilrusheighter,  
Easkey and Templeboy  
County Sligo  
F26 KX78/F91 NT98'

#### APPLICATION REQUIREMENTS

Please attach the following to your application email. Please have a list of referees in a separate file attachment.

Letter of Application  
Copy of Certificates, Diplomas, Degrees  
CV (digital)  
List of Referees

Applications may be submitted by email.

Email applications to [killeenduffkilrusheighter@gmail.com](mailto:killeenduffkilrusheighter@gmail.com)

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

#### Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 18580U  
**Apply To:** Email applications to [killeenduffkilrusheighter@gmail.com](mailto:killeenduffkilrusheighter@gmail.com)  
**County:** Sligo  
**Enquiries To:** [principal@killeenduffns.ie](mailto:principal@killeenduffns.ie)

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