

ADVERT ID 235423

Secretary

Ceann Eitigh NS

The Walk Kinnitty Birr

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu May 29 2025
Application Closing Date:	Fri Jun 13 2025
Commencement Date:	Mon Sep 1 2025
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	8
Current Enrolment:	138
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of Ceann Eitigh NS/Kinnitty NS invites applications for the position of School Secretary in our busy, vibrant and welcoming school.

Position Details:

Initial Hours: 15 hours
likely to increase to 18.5 hours.

Role Overview

The School Secretary is an integral part of the school community. The role requires managing the office in a welcoming, professional, and efficient manner.

Essential Qualities and Experience:

Discreet and trustworthy
Experience in office management and administration
Experience within an educational setting is desirable but not essential

Key Responsibilities (Please note, this is not an exhaustive list):

Serve as a warm and welcoming presence at the front office
Work closely with staff team
Exhibit a positive attitude towards learning and growth
Demonstrate the ability to work on own initiative
Maintain a calm and professional demeanor when dealing with parents, children, and staff
Communicate fluently in English, both orally and in writing, with the wider school community
Be highly organised with great attention to detail
Proficient in Google Apps (e.g., Google Drive, Google Docs)
Proficient in Microsoft Office, including Excel
Familiarity with basic accounting and financial management, or an aptitude for learning about

these skills

Flexible and adaptable to the needs of the school

Experience in maintaining office equipment and liaising with service providers and suppliers

Carry out administrative duties assigned by the Principal

Assist in organising school events (e.g., booking venues/buses, liaising with providers and suppliers, setting up rooms)

Maintain records of staff leave and support the substitute cover process

Organize and maintain school database systems such as Aladdin, Online Claims System

(OLCS), and Pupil Online Data (POD). Training will be provided as necessary.

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

Further Information:

Applications must be submitted via email only to:

Chairperson of the Board of Management at vacancies@kinnittyns.ie

References: A minimum of two referees are required; 3-4 is preferable

The appointment is subject to Garda vetting.

The successful candidate is required to undertake Tusla Child Protection training.

An internal panel of suitable applicants may be established to fill vacancies arising within 6 months of the appointment.

The position will be subject to the terms of all relevant department circulars.

The successful applicant must be available for training prior to starting.

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: 16802C

Apply To: The Chairperson of the Board of Management
vacancies@kinnittyns.ie

County: Offaly

Enquiries To: info@kinnittyns.ie

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