

ADVERT ID 237720

Secretary

Cnoc an Teampaill

Virginia Virginia A82PF98
<https://www.knocktemplens.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Jun 9 2025
Application Closing Date: Fri Jun 20 2025
Commencement Date: Mon Aug 25 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 16
Current Enrolment: 160
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Knocktemple NS invites applications for the position of secretary. This position is for 30 hours per week, Monday to Friday, paid by the Department of Education Payroll.

The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024.

The school secretary is an integral part of the school community, working closely with the school principal. He/she will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration.

Experience within an educational setting is desirable.

Previous experience in payroll, accounts payable and preparation of monthly accounts are essential for this position.

Knowledge and experience of online school databases Aladdin (or similar) and Esinet systems desirable.

Experience of using Microsoft 365 in a busy environment is essential.

The successful candidate will have/demonstrate:

- Excellent interpersonal and communication skills, both oral and written
- Strong organisational skills and excellent attention to detail
- Reliability, trustworthiness and strict adherence to confidentiality
- Knowledge of GDPR & Data Protection Requirements
- Flexibility and adaptability to the needs of the school
- Ability to work efficiently on own initiative.

Shortlisting will apply, and those shortlisted will be called for interview. The position is subject to a six month probation period.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17625L
Apply To: Seamus O Shea
Chairperson - Board of Management Knocktemple NS
Beherna
Virginia
Co. Cavan
A82 YN88
County: Cavan
Enquiries To: office@knocktemplens.ie
Website: <https://www.knocktemplens.ie>

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