

ADVERT ID 238612

Secretary

Scoil Lachtaín Naofa

Na Cúla Cill na Martra, Maigh Chromtha Co. Chorcaí P12 AY06
<https://www.scoillachtainnaofa.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sat Jun 14 2025
Application Closing Date: Sat Jun 28 2025
Commencement Date: Wed Aug 27 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: Scoil sa Ghaeltacht
Total No. of Teaching Staff: 5
Current Enrolment: 83
Droichead school: Yes
Gaelscoil

POST DETAILS

Additional Information:

Tá scoil Lachtaín Naofa ag lorg rúnaí, post 18.5 uair a chloig sa tseachtain atá i gceist. Bunscoil Chaitliceach faoi Phátrúntacht na Deoise Chluain Uamha is ea Scoil Lachtaín Naofa. Is scoil Ghaeltachta í an scoil, mar sin 'sí Ghaeilge gnáth-theanga chumarsáide na scoile. Is mian le Bord Bainistíochta na scoile fáilte a chur roimh iarratais don phost seo mar rúnaí. Beidh sárscileanna cumarsáide, ceannaireachta, teanga agus teicneolaíochta ag an té a cheapfar.

Cuirfear fáilte roimh iarratasóirí le hard chaighdeán Gaeilge scríofa agus labhartha chun cur isteach ar an bpost seo.

The Board of Management of Scoil Lachtaín Naofa invites applications for the part time position of 18.5 hours per week as School Secretary.

Role Overview

The School Secretary is an integral part of the school community, working closely with the school principal. 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 and support the Principal
Exhibit a positive attitude towards learning and growth
Demonstrate the ability to work on own initiative
Maintain a calm and professional demeanour when dealing with parents, children, and staff
Communicate fluently as Gaeilge/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 (liaising with 'School Accounting')
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)
Organise 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 scoil.cillnamartra@gmail.com

Final appointment is subject to a 6-month probation period and sanction by the Department of Education

The position will be subject to the terms of:

Circular 0036/2022: Revision of Salaries and Annual Leave Arrangements for School Secretaries

Circular 007/2024: Leave Entitlements for School Secretaries

Circular 0078/2024: Revision of Salaries for School Secretaries Previously Grant Funded

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

APPLICATION REQUIREMENTS

Letter of Application

Referees (name, role, contact no.)

CV (Digital)

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- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	14816D
Apply To:	scoil.cillnamartra@gmail.com
County:	Cork
Enquiries To:	scoil.cillnamartra@gmail.com
Website:	https://www.scoillachtainnaofa.ie