

ADVERT ID 240328

## Secretary / Administrator

### Balla Secondary School

The Secretary, Board of Management Balla Secondary School Balla Castlebar F23KT65  
<https://www.ballasecondaryschool.com>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Mon Jun 30 2025  
**Application Closing Date:** Thu Jul 17 2025  
**Commencement Date:** Tue Aug 26 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 18

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

This is a part time (18 hours) position for a school secretary/administrator working Tuesday's, Wednesday's, Thursday's and Friday's 8:45am-1:15pm every week including school holiday weeks.

To apply please email the following documents with "your name and S25 Application" in the Subject Box, to ballasrecruitment@gmail.com to arrive no later than Midday, Thursday, 17 July 2025

- Letter of Application
- Up to date CV
- Two written professional references

Please note:

- each requested document should be saved as a pdf and attached to your email.
- Shortlisting may apply and only shortlisted candidates will be contacted.
- Canvassing will disqualify.

Key competencies required:

- Excellent organisation, communications skills and confidentiality.
- Excellent IT skills with proficiency in SAGE Accounts software, payroll software and MS Office.
- High level of accuracy and ability to complete tasks to deadline.
- Ability to work on own initiative and as part of a team.
- Knowledge of MIS (VSware).

The successful candidate will be the first point of contact to parents, colleagues, students and visitors in a busy environment where demands, tasks and activities change at short notice and will also provide a wide range of professional support to the Senior Management team and will have specific responsibility for school accounts, school database systems & office administration.

Duties include but not limited to:

- Using data systems such as ESINET, P-POD, VSware, SAGE/Accounts software, payroll software and managing online banking.
- Invoice processing, filing, preparing monthly accounts reports for the Board and annual accounts.
- General office administration such as: answering telephone, managing student files & class data, create/manage school reports, create & return TESS attendance reports, entering all new staff and student details, managing communication with stakeholders via email/text and covering reception.

The successful applicant will be subject to Garda Vetting and a probationary period.

Start Date: 26th August 2025

The position will be subject to the terms of circular 0020/2025 and 0036/2022. The entry level for this role is pro rata on the first point of the scale unless the candidate has previously worked as a department paid school secretary.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 64500G  
**Apply To:** The Secretary, Board of Management  
Ballá Secondary School  
Ballá  
Castlebar  
F23KT65  
**County:** Mayo  
**Website:** <https://www.ballasecondaryschool.com>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.