

ADVERT ID 240393

Secretary

St. Joseph's CBS Primary

Sunday's Gate, Drogheda A92Y927
<https://stjosephssundaysgate.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jul 1 2025
Application Closing Date: Tue Jul 15 2025
Commencement Date: Mon Sep 15 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 31
Current Enrolment: 353
Droichead school: Yes

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:

The BOM of St. Joseph's C.B.S are looking for a part time secretary to work Monday, Tuesday and every other Wednesday in a job-share capacity with our current secretary from 8.30am to 2.30pm taking charge of book-keeping and accounts and helping with general office duties. This position is subject to the Department of Education Circular 36/2022: "Revision of Salaries and Annual Leave Arrangements for School Secretaries".

The following skills are desirable:

Strong interpersonal skills

Proficiency in accounts

Excellent ICT skills required

Knowledge of online databases (e.g., Aladdin, Payroll Systems, POD & OLCS systems).

Excellent office, administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies

Discretion and confidentiality

Flexibility

Ability to work independently in addition to working in partnership with the principal and the job-share partner.

The above job description is not exhaustive. A willingness to learn new skills and systems will be required.

Shortlisting will apply, and those shortlisted will be called for an interview.

The appointment is subject to Garda Vetting and the successful candidate will be required to

undertake TUSLA Child Protection.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

| | |
|----------------------|---|
| Roll Number: | 17059E |
| Apply To: | The Chairperson jobs@stjoes.ie |
| County: | Louth |
| Enquiries To: | principal@stjoes.ie |
| Website: | https://stjosephssundaysgate.ie |

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