

ADVERT ID 241275

Secretary

Lumcloon NS

Lumcloon Cloghan Birr R42 Y744
<https://www.lumcloon.net>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jul 17 2025
Application Closing Date: Fri Aug 8 2025
Commencement Date: Mon Sep 8 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
Total No. of Teaching Staff: 6
Current Enrolment: 35
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 Board of Management of Lumcloon NS invites applications for the position of Part-Time School Secretary.

Position Details:

- Contract Type: Part-Time – 17.5 hours per week
- Salary & Conditions: In line with Circular 0036/2022 — entry point on the scale unless the successful candidate has prior experience as a School Secretary.
- Start Date: 8th September 2025

The Role:

The successful candidate will provide key administrative and secretarial support to the Principal and school staff, and will manage the school office in a warm, professional, and confidential manner. This role requires a highly organised and flexible individual with strong interpersonal skills and administrative experience.

This appointment is subject to:

- Garda Vetting
 - A probationary period
 - Medmark Assessment
 - Completion of TUSLA Child Protection Training
- Full induction will be provided.

Main Responsibilities:

- Acting as the first point of contact for visitors and calls to the school
- Communicating professionally with staff, parents, pupils and external stakeholders
- Managing school databases and filing systems (e.g. Databiz, OLCS, POD, Revenue)
- Coordinating correspondence, email and post in a timely and confidential manner
- Supporting school financial administration including online payments, FSSU reporting, invoicing and record-keeping
- Assisting the Principal and Treasurer with payroll processes and monthly accounts
- Maintaining records of staff leave and organising substitute cover
- Operating office equipment and managing school and office supplies
- Upholding the school's policies, including compliance with GDPR and data protection regulations.

Essential Criteria:

- Excellent communication and interpersonal skills (oral and written)
- Strong administrative and organisational skills
- Proficiency in ICT (e.g. Microsoft Office, email, spreadsheets)
- Ability to work on your own initiative and as part of a team
- High level of discretion, trustworthiness, and confidentiality
- Flexibility and adaptability to school needs
- Knowledge of GDPR & data protection requirements

Desirable (but not essential) Experience:

- Experience working in a school setting
- Familiarity with school systems such as Databiz, POD, OLCS, FSSU templates, and TUSLA returns

Please submit your CV and cover letter outlining your suitability for the role to principal@lumcloonns.ie

Lumcloon NS is an equal opportunities employer and is committed to creating a safe and respectful environment where every member of the school community is valued. Candidates are expected to support and respect the Catholic ethos of the school.

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:	18777Q
Apply To:	Lumcloon Cloghan Birr R42 Y744
County:	Offaly
Enquiries To:	principal@lumcloonns.ie
Website:	https://www.lumcloon.net