

ADVERT ID 241658

## Secretary

### Scoil Mhuire

Michael Prendergast Road Tallow PF51W212  
<https://www.tallowns.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Thu Jul 24 2025  
**Application Closing Date:** Fri Aug 8 2025  
**Commencement Date:** Mon Aug 25 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:** DEIS Rural  
**Total No. of Teaching Staff:** 13  
**Current Enrolment:** 151  
**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 Scoil Mhuire invites applications for the position of school secretary. This is a part-time position 25 hours per week and is subject to the Department of Education Circular 36/2022: "Revision of Salaries and Annual Leave Arrangements for School Secretaries".

##### Essential Skills and Knowledge required:

- >Reliability, trustworthiness and strict adherence to confidentiality in all areas of work
- >Excellent interpersonal and communication skills (both oral and written)
- >High level of administrative and secretarial skills
- >Excellent organisational skills, ensuring good record-keeping, filing (manually and electronically)
- >Excellent IT skills and attention to detail, including proficiency in Microsoft Office, word processing, Publisher, Excel, PowerPoint, other online applications and email
- >Ability to prioritise and to multitask as this is a demanding role
- >Ability to work and plan efficiently on their own initiative while working to deadlines
- >Ability to work as part of a team

##### Highly desirable:

- >Knowledge of operating and maintaining of online banking, accounts packages and payments systems
- >Meticulous organisation, maintenance and updating of school databases and filing systems to include Aladdin, OLCS, POD, Payroll, etc.

This list is not exhaustive and the successful candidate will need to be flexible and adaptable to meet the needs of the school and the changing nature of the role.

Apply via email only to [smtjob@outlook.ie](mailto:smtjob@outlook.ie)

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	19616U
<b>Apply To:</b>	<a href="mailto:smtjob@outlook.ie">smtjob@outlook.ie</a>
	Michael Prendergast Road Tallow PF51W212
<b>County:</b>	Waterford
<b>Enquiries To:</b>	<a href="mailto:smtjob@outlook.ie">smtjob@outlook.ie</a>
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