

ADVERT ID 241990

## Secretary

### Gaelscoil Inis Corthaidh

Drom Guail Inis Córthaidh Y21 PP59



#### MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Jul 29 2025
Application Closing Date:	Fri Aug 8 2025
Commencement Date:	Mon Aug 25 2025
Status of Post:	Permanent
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	An Foras Patrunachta
Classification:	Gaelscoil
Total No. of Teaching Staff:	12
Current Enrolment:	192
Droichead school:	Yes
	Gaelscoil

#### 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:

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.

The Board of Management of Gaelscoil Inis Córthaidh invites applications for the position of School Secretary in our busy, vibrant and welcoming school.

Position Details:  
Hours: 27.5 hours

##### Role Overview

The School Secretary is an integral part of the school community. The role requires managing the office in a welcoming, professional, and efficient manner.

Ní mór don iarrthóir caighdeán réasúnta sa Gaeilge a bheith acu agus a bheith toiltineach cur leis an nGaeilge fad is atá sé/sí ag obair anseo  
The candidate must have a reasonable standard of Irish and to be willing to take courses to further improve their Gaeilge.

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 staff team
- 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
- Be highly organised with great attention to detail
- Proficient in Microsoft Office, including Excel
- 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, setting up rooms)
- Maintain records of staff leave and support the substitute cover process
- Organize 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

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

Further Information:

References: A minimum of two referees are required.

The appointment is subject to Garda vetting.

The successful candidate is required to undertake Tusla Child Protection training.

An internal panel of suitable applicants may be established to fill vacancies arising within 6 months of the appointment.

## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

## APPLY TO THIS JOB VACANCY

**Roll Number:** 20057R  
**Apply To:** Drom Guail  
Inis Córthaidh  
Y21 PP59  
**County:** Wexford  
**Enquiries To:** [bbgaelscoil@gmail.com](mailto:bbgaelscoil@gmail.com)