

ADVERT ID 242153

Secretary

All Saints National School, Doohamlet

Doohamlet Castleblaney A75YV07

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Jul 31 2025
Application Closing Date:	Fri Aug 15 2025
Commencement Date:	Mon Sep 1 2025
Status of Post:	Permanent
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:	11
Current Enrolment:	149
Droichead school:	Yes

POST DETAILS

Additional Information:

This is a part-time position (currently 20 hours a week Monday to Friday) and is subject to the terms of Circular 0007/2024 and 0038/2024 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry-level for this role is on the first point of the scale, unless the candidate has previous work experience as a School Secretary. The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

This position is subject to a six month probationary period.

The School Secretary is an integral part of the school community, working closely with the School Principal, and will manage the school office in a welcoming, professional, and discreet manner.

The successful applicant will require:

- Ability to ensure adherence to school procedures and policies
- A clear understanding and adherence to GDPR and Data Protection regulations
- Ability to prioritise and to multitask
- Ability to work and plan efficiently on their own initiative while working to deadlines
- Ability to work as part of a team
- Be flexible and adaptable to the needs of the school
- Relate well to children
- Positive outlook and willingness to contribute to the overall school development
- Knowledge of operating and maintaining of online banking, accounts packages and payments systems
- Commitment to uphold the Catholic ethos of All Saints' (Doohamlet) National School.
- Experience in a busy office environment and/or secretarial experience working in an educational environment is advantageous.

Letter of Application, CV and referees (name, role, contact no.) to be sent via email only to:
fiona.gallagher@doohamletns.com (Subject line: Secretary 25)

Closing Date: Friday 15th August @5pm
Shortlisting will apply. Shortlisted candidates only will be invited to interview.
Initial position will be Monday - Friday, 20 hours per week.
Candidate must be willing to work a week during July and/ or August.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 06117E
Apply To: fiona.gallagher@doohamletns.com (Subject Line: Secretary 25)
BOM Chairperson
Doohamlet NS
Doohamlet
Castleblayney
A75YV07
County: Monaghan
Enquiries To: fiona.gallagher@doohamletns.com

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