

ADVERT ID 242173

Secretary

St Sarans NS

Highstreet Belmont Birr R42 YW42

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Jul 31 2025
Application Closing Date:	Thu Aug 14 2025
Commencement Date:	Mon Oct 6 2025
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	4
Current Enrolment:	72
Droichead school:	No

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:

High Street N.S., invites applications for the position of school secretary. This is a part-time position for 18 hours per week, 9.30 to 2pm, Monday to Thursday.

This position is subject to the Department of Education Circular 36/2022 "Revision of Salaries and Annual Leave Arrangements for School Secretaries". The entry level for this role is on the first point of the pay scale unless the successful candidate has previous experience working as a school secretary.

The start date for this position is Monday 6th of October 2025.

The Role:

The successful candidate will be an integral part of the school community and will provide key administrative and secretarial support to the Principal, Deputy Principal, school staff and Board of Management and will manage the school office in a welcoming, professional and confidential manner.

This appointment is subject to;

- Garda vetting
- A probationary period of 6 months
- Medmark Assessment
- Completion of TUSLA Child Protection training

Essential skills and Knowledge required;

- Relate well to children

- Reliability, trustworthiness and strict adherence to confidentiality
- Excellent interpersonal and communication skills (both oral and written)
- Strong administrative and organisational skills
- Proficiency in ICT (Microsoft Office, email, spreadsheets, online administration platforms etc)
- Knowledge of GDPR and data protection
- Ability to prioritise, multi-task and work on own their own initiative in a busy office environment as part of a team
- Ability to ensure adherence to school procedures and policies
- Be flexible and adaptable to the needs of the school

Responsibilities include but are not limited to;

Administration

- Meticulous organisation, maintenance and updating of school databases and filing systems to include Aladdin, Online Claims System (OCLS), Primary Online Database (POD), Financial Support Services Unit (FSSU), Payroll (working with accountants)
- Maintenance and filing of all school related documentation in line with GDPR.
- Competency in maintaining financial accounts (cash collections, bank payments, lodgements and entering and reconciling all payments on accounting system.
- Maintaining all financial records, FSSU monthly reports and preparing accounts for end of year submissions.
- Maintaining records of staff leave, staff professional development and supporting the staff substitution process.
- Operating office equipment and managing school and office supplies.
- Upholding the school's policies, including compliance with GDPR and data protection regulations.
- Assisting with booking school events and activities.
- Preparing school documents and correspondence to parents, including the school newsletter.

Communications

- Acting as the first point of contact for all visitors to the school and communicating with all pupils, staff, parents and visitors in a welcoming, courteous and professional manner.
- Assisting the Principal and school staff in managing school correspondence with professionalism and confidentiality.
- Assisting the Principal and school staff with daily administrative tasks.
- Liaising with service providers, school transport providers, suppliers, the Department of Education and other agencies.
- Attending meetings, events and training as requested or required.

Please submit your CV and cover letter outlining your suitability for the role by email to the Chairperson of the Board of Management, application.highstreetns@gmail.com before 5pm on the closing date Thursday 14th of August 2025.

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: 13191H
Apply To: application.highstreetns@gmail.com
County: Offaly
Enquiries To: highstreetns@gmail.com