

ADVERT ID 245419

## Secretary

### St Joseph's NS

Ardkill Templeboy F91 DH74

<https://stjosephstempleboy.com/>

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Mon Oct 6 2025
<b>Application Closing Date:</b>	Mon Oct 20 2025
<b>Commencement Date:</b>	Mon Nov 17 2025
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	2
<b>Current Enrolment:</b>	34
<b>Droichead school:</b>	No

#### POST DETAILS

##### Additional Information:

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:

This is a part-time position of 12 hours per week. The position is for 52 weeks of the year and holidays must be taken during school closures. This position will be subject to the terms and conditions of circular 0036/22. The position is subject to a 6 month probationary period in the school. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The appointment will be subject to Garda Vetting.

##### Essential Personal Qualities

- Demonstrate an ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality.
- Flexible and adaptable to the needs of the school and open to new skills/challenges.
- Positive outlook, ability to work on own initiative and willingness to contribute to overall school development.

##### Responsibilities include but not limited to:

- General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school events (e.g. booking venues/buses), liaising with providers and suppliers.
- Carrying out administrative duties assigned by the Principal and Deputy Principal.
- Working closely with the Principal, staff and parents in a polite and professional manner.
- Maintaining financial records and managing on-line payments.

- Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD).
- Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection.

#### Essential Skills and Experience:

- Administrative skills and experience of working in a busy office environment.
- Proficiency in email, Google applications, Microsoft applications to include Excel and Word.
- Familiarity of bookkeeping and online payments to manage school finances.
- Excellent interpersonal skills, including oral and written communication skills.

If you have any queries about this position, contact [principal@stjosephstempleboy.com](mailto:principal@stjosephstempleboy.com) by email.

Closing date for applications will be October 20th, 2025.

Candidates must apply to the email address listed below.

#### APPLICATION REQUIREMENTS

Please attach the following to your application email.

Letter of Application

Copy of Certificates, Diplomas, Degrees

CV (digital)

List of Referees

Applications may be submitted by email.

Email applications to [chairpersonbom@stjosephstempleboy.com](mailto:chairpersonbom@stjosephstempleboy.com)

Late applications will not be considered for short listing.

Postal applications will also not be accepted.

This position is advertised on [Educationposts.ie](http://Educationposts.ie) for St. Joseph's N.S. Templeboy.

The position is subject to current Garda Vetting requirements, Medmark Medical Clearance and a probationary period.

The successful candidate will be required to undertake TUSLA child protection training.

Secretaries recruited from 1st September 2022 are employed under the new terms set out in Circular 36/2022 – please familiarise yourself with this circular before applying and consult the circular for rates of pay for school secretaries which are now paid by the Department of Education & Skills. (The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as school secretary.)

Only candidates shortlisted for interview will be contacted.

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- 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:** 18592E  
**Apply To:** Emails to : [chairpersonbom@stjosephstempleboy.com](mailto:chairpersonbom@stjosephstempleboy.com)  
**County:** Sligo  
**Enquiries To:** [principal@stjosephstempleboy.com](mailto:principal@stjosephstempleboy.com)  
**Website:** <https://stjosephstempleboy.com/>