

### **ADVERT ID 246074**

# **Secretary**

### Corballa NS

Corballa Via Ballina F26F582 https://www.corballans.ie

## MAIN DETAILS

Status: Active Level: Primary

Date Posted:Sun Oct 26 2025Application Closing Date:Fri Nov 7 2025Commencement Date:Mon Nov 24 2025Status 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: 6
Current Enrolment: 120
Droichead school: No



# **Additional Information:**

The BOM of Corballa NS invites applications for the position of school secretary. This is a part-time position (currently 17 hours per week) and is subject to the Department of Education Circular 36/2022: "Revision of Salaries and Annual Leave Arrangements for School Secretaries".

Appointments will be subject, but not limited to, current Garda Vetting requirements, Occupational Health Screening, TUSLA Child Protection requirements and satisfactory references. This position is subject to a six-month probationary period.

The successful candidate will be an integral part of the school community working closely with the Principal, Deputy Principal, staff & BOM and will manage the school office in a welcoming, professional, discreet and discerning manner.

Applicants would ideally have:

Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.

Knowledge of online school databases (e.g., Aladdin, POD & OLCS systems).

Excellent office, administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.

Excellent interpersonal skills, including oral and written communication skills.

Competency in maintaining financial accounts, online payment systems, and monthly financial reports.

A high level of proficiency in ICT and the use of Google Drive and other online applications. Knowledge of GDPR & Data Protection requirements.

Ability to work on one's own initiative and the ability to work in a team environment

The above job description is not exhaustive. A willingness to learn new skills and systems will be



required.

Applications via post only. Any canvassing will disqualify without exception. Please mark "Secretary Application" on envelope. Only those 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 (Unbound/Slide Binder)

Applications may be submitted by

Post

APPLY TO THIS JOB VACANCY

Roll Number: 12171T

Apply To: Corballa
Via Ballina
F26F582

F26F582 Sligo

County: Sligo

Enquiries To: <a href="mailto:principal@corballans.ie">principal@corballans.ie</a>
Website: <a href="mailto:https://www.corballans.ie">https://www.corballans.ie</a>

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