

ADVERT ID 246380

Secretary

St Conleths NS

Kilconly Tuam H54N529
<https://www.kilconlyns.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Nov 6 2025
Application Closing Date: Mon Nov 17 2025
Commencement Date: Mon Dec 1 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: 6
Current Enrolment: 91
Droichead school: Yes

POST DETAILS

Additional Information:

The BOM of St. Conleth's NS invites applications for the position of school secretary. This is a part-time position (currently 20 hours per week) and is subject to the Department of Education Circular 36/2022: "Revision of Salaries and Annual Leave Arrangements for School Secretaries". The successful candidate will ideally have experience in office management and administration. The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, professional and discrete manner.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:-

- * Have proficient I.T. skills
- * Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, and POD
- * Managing school correspondence
- * Maintenance of school and office supplies
- * Maintenance and filing of all documentation
- * Maintaining records of staff leave
- * Liaison with representatives of service providers, suppliers, school users and visitors
- * Working in close co-operation with the principal, deputy principal and staff
- * Carrying out other duties assigned by the principal and related to the post of school secretary
- * Co-ordination of internal communications (post, telephone messages, email etc)
- * Maintaining records of school finances and liaising with treasurer
- * The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- Ability to plan and work efficiently and on their own initiative, showing flexibility consistent with

the nature of the job

- Positive outlook and willingness to contribute to overall school development and a commitment to uphold the ethos of the school.

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 probationary period. A willingness to learn new skills and systems will be required.

Salary is as per Department of Education circular 0046/2023.

Applications via post only. 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.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 154751
Apply To: Chairperson,
St. Conleth N.S.
Kilconly,
Tuam,
Co. Galway.
H54N529
County: Galway
Enquiries To: principal@kilconlyns.com
Website: <https://www.kilconlyns.com>

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