

ADVERT ID 246668

## Secretary

### SN na Maighdine Mhuire

Ennis Road Newmarket-on-Fergus V95FX59  
<https://www.scoilnamaighdinemhuire.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Fri Nov 14 2025  
**Application Closing Date:** Wed Nov 26 2025  
**Commencement Date:** Mon Jan 19 2026  
**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:** 17  
**Current Enrolment:** 238  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Scoil na Maighdine Mhuire invites applications for the position of school secretary. This is a full time position (30 hours, not including breaks) in accordance with the Department of Education Circular 36/2022. Pay rates will be determined based on Circular Letter 020/2025 (The entry level for this role is the first point of the pay scale unless the candidate has previous experience working as a school secretary)

The appointment is subject to Garda Vetting and Medmark Occupational Health Screening and the successful candidate will be required to undertake TUSLA Training and other related training.

The successful candidate will have:

- Recognised qualifications
- A commitment to maintaining confidentiality
- Excellent interpersonal skills, including oral and written communication skills

Responsibilities include but are not limited to:

Working in close co-operation with the Principal, Deputy Principal, school staff and the BOM on the completion of the following duties: (this list is not exhaustive)

- Meticulous organisation, maintenance and updating of school databases and filing systems to include Aladdin, Online Claims Systems (OLCS), Primary Online Database (POD), Financial Support Services Unit (FSSU), Payroll (in conjunction with accountants who manage payroll)
- Maintenance and filing (including manual and electronic) of all documentation, including invoices and receipts, in line with GDPR
- Competency in maintaining financial accounts (cash collections, petty cash, bank payments, fundraising, lodgements and entering & reconciling all payments on accounting system, using excel, online banking, Aladdin payments etc..)
- Assisting the Principal/Treasurer BOM/Accountant in maintaining all financial records, FSSU

monthly reports and managing payments

- Maintaining records of staff leave applications and approval, CPD, and the supporting of the staff substitution process via OLCS
- Maintenance of office supplies and operation of all office equipment
- Annual recording of SEAI energy usage returns

#### 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
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

|                      |                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------|
| <b>Roll Number:</b>  | 20127M                                                                                    |
| <b>Apply To:</b>     | applications@smmnof.com                                                                   |
| <b>County:</b>       | Clare                                                                                     |
| <b>Enquiries To:</b> | 061-368333                                                                                |
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