

ADVERT ID 246828

Secretary

Inchicronan Central NS

Crusheen Ennis V95KX43 http://www.crusheenns.net/

MAIN DETAILS

Status: Active Level: Primary

Date Posted: Wed Nov 26 2025

Application Closing Date: Thu Dec 4 2025

Commencement Date: Mon Jan 5 2026

Status of Post: Permanent

Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream School Structure: Vertical

Gender: Co-Educational
School Patronage: Catholic

Total No. of Teaching Staff: 7

Current Enrolment: 158

Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Inchicronan Central N.S (Crusheen N.S) invites applications for the position of school secretary. This is a 30 hours position. The entry level for this role is the first point of the scale unless the candidate has previous work experience as a primary school secretary in accordance with Circular 36/2022. 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 training.

The school secretary is an integral part of the school community, working closely with the school Principal. He/she will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is desirable but not essential.

The ideal candidate will demonstrate the following:

- Hardworking, reliable, flexible enthusiastic and professional
- Ability to work on own initiative
- Willingness to acquire new skills and upskill where necessary
- Excellent interpersonal skills, including oral and written communication skills
- Excellent office, record keeping, organisational and administrative skills
- · Reliability, trustworthiness and strict adherence to confidentiality
- Proficiency in email, Google and Microsoft applications
- Familiarity of book- keeping and payments to manage school finances
- The above list is non- exhaustive

Desirable Personal Qualities:

- Positive outlook and willingness to contribute to overall school development
- Demonstrate an ability to multi-task, prioritise, work under pressure and achieve deadlines.

• Flexible and adaptable to the needs of the school and open to new skills/challenges

Responsibilities include but not limited to:

- Carrying out administrative duties assigned by the Principal.
- Working closely with the Principal, staff and parents in a professional manner
- 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
- Maintaining records of school finances including cash collections, bank payments, and entering and reconciling payments on school accounting system
- Maintenance and filing of all invoices and documentation
- Maintenance of records of staff leave and supporting substitute cover process
- Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD), FSSU accounting templates, Microsoft Office. Training provided as necessary.
- Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection

Applications are asked to be submitted via email only to jobapplications@crusheennns.com. A minimum of two referees are required.

Closing date for applications will be 3pm on December 4th 2025. Late applications will not be considered for short listing. The subject line should read 'Secretary application'

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 (Digital)

Applications may be submitted by

Email

APPLY TO THIS JOB VACANCY **Roll Number:** 19551

Apply To: jobapplications@crusheennns.com

County: Clare

Enquiries To: jobapplications@crusheennns.com

Website: http://www.crusheenns.net/

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