

ADVERT ID 246980

Secretary

St. Kerrill's National School

Gurteen Ballinasloe H53K634
<https://www.gurteenns.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Nov 26 2025
Application Closing Date: Wed Dec 10 2025
Commencement Date: Mon Jan 5 2026
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 4
Current Enrolment: 48
Droichead school: No

POST DETAILS

Additional Information:

The Board of Management of Gurteen N.S. invites applications for the position of school secretary (12 hours per week).

The position will be subject to the terms of Department of Education and Youth Circular 0036/2022. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary. The position is subject to compulsory Garda Vetting and Medmark Occupational Health Screening.

Key duties of the position include the following:

- *General school administration: filing, photocopying, providing clerical and administrative support to the Principal, Deputy Principal and staff as required.
- *Excellent interpersonal and communication skills, both oral and written
- *Strong organisational skills
- *Reliability, trustworthiness and strict adherence to confidentiality
- *Knowledge in operating and maintaining an online banking and payment system
- *Excellent IT skills, including proficiency in Microsoft Office 365
- *Ability to use own initiative, to work independently and as part of a team.
- *Flexibility and adaptability to the needs of the school
- *Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- *Liaising with representatives of service providers, suppliers, school users and visitors.
- *Managing school correspondence with professionalism and confidentiality
- *Organising, maintaining and updating school databases e.g. Aladdin, POD & OLCS).
- *Maintaining records of school finances including cash collections, bank payments and entering and reconciling payments on the school accounting system.
- *Maintenance and filing of all invoices and documentation

*Maintenance of the school and office supplies and operating all office machines
*Assisting the Treasurer in maintaining all financial records
*Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements
* Commitment to uphold the ethos of the school
The above job description is not exhaustive.

Please send letter of application, Curriculum Vitae, with contact details for three referees by email to applications@gurteenns.com

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: 19770H
Apply To: applications@gurteenns.com
County: Galway
Enquiries To: info@gurteenns.com
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