

#### **ADVERT ID 247008**

## Secretary

### S.N. Pádraig Naofa

Frenchpark Castlerea Roscommon F45 FD34 https://www.frenchparkns.com/

#### MAIN DETAILS

Status: Active Level: Primary

Date Posted:Thu Nov 27 2025Application Closing Date:Mon Dec 8 2025Commencement Date:Mon Jan 5 2026Status of Post:Part-Time

Number of Vacancies: 1



# SCHOOL DETAILS

School Type: Mainstream School Structure: Vertical

Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural

Total No. of Teaching Staff: 8

Current Enrolment: 109

Droichead school: Yes

### **POST DETAILS**

## Additional Information:

Please note - This post will be based on a 12 hour week starting on the 5th January 2026 but will change to a 18.5 working week from the 12th January 2026.

Frenchpark National School is looking for an enthusiastic, flexible and hard-working school secretary.

The following information should be read carefully:

Please refer to Circular 0007/2024 for information on leave entitlements for secretaries and to Circular 0055/2025 for information on salary. The entry-level for this role is on the first point of the scale, unless the candidate has previous work experience as a School Secretary.

The appointment is subject to Garda Vetting; completion of occupational medical clearance (Medmark); satisfactory references; and the successful candidate will be required to undertake TUSLA child protection training. A completed Statutory Declaration and Form of Undertaking will be required on taking up the position. This position is subject to a probationary period of six months.

### Key Duties & Responsibilities:

- Working in close co-operation with the Principal, Deputy Principal and school staff.
- Being the first point of contact for all visitors to the school and dealing with parents, visitors etc in a welcoming manner.
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- · Ability to use own initiative, to work independently and as part of a team.

- Liaising with representatives of service providers, suppliers, school users and visitors.
- Managing school correspondence with professionalism and confidentiality.
- Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- Maintenance and filing of all invoices and documentation and maintaining all financial records and managing online payments and receipt of funds.
- Maintenance of records of staff leave and supporting substitute cover process.
- Maintenance and updating of all pupil records on Aladdin.
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Procurement of resources and the management of school office supplies.
- Attend meetings and events as required.

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

Please send (by post) a letter of application, Curriculum Vitae and contact details for at least two referees.

### 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: 17748E

Apply To: The Chairperson,

St. Patrick's N.S., Frenchpark, Castlerea, Co. Roscommon F45 FD34

County: Roscommon

Enquiries To: <a href="mailto:info@frenchparkns.com">info@frenchparkns.com</a>

Website: https://www.frenchparkns.com/

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