

ADVERT ID 247493

Secretary

St Laurences NS

Kerdiffstown Road Sallins W91 AD80
<https://sallinsns.ie/>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Dec 22 2025
Application Closing Date: Thu Jan 15 2026
Commencement Date: Mon Feb 2 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: 35
Current Enrolment: 655
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

St Laurence's NS is a welcoming and vibrant school under the patronage of the Bishop of Kildare and Leighlin. The school is held in high regard by the local community and has strong links with local sporting and community groups.

School Secretary (Part Time) - 2–3 days per week • 6 hours per day

St Laurence's NS is seeking an organised, friendly, and efficient Secretary to join our team on a part time basis. This role is ideal for someone who enjoys working in a dynamic school environment and can manage a variety of administrative tasks with confidence.

Key Requirements

- Strong proficiency with Microsoft applications (essential)
- Excellent communication and organisational skills
- Ability to multitask in a fast paced setting
- Professional, welcoming manner when dealing with pupils, staff, parents, and visitors

Desirable Experience

- Background as an Accounting Technician or experience with basic financial administration
- Familiarity with school administrative systems

Role Details

- Hours: 6 hours per day

- Days: 2 to 3 days per week (to be agreed)
- Start: As soon as possible

Garda vetting for the successful candidate will be essential.

Candidates called to interview will be required to provide proof of qualifications. Please apply via post. Applications will not be accepted via email. Candidates are asked to include an email address. Invitation to interview will issue via email.

Applications should be submitted no later than 15th January 2026.

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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 08099P
Apply To: Chairperson
Breda Fay
Kerdiffstown Road
Sallins
W91 AD80
County: Kildare
Enquiries To: ide.kelly@sallinsns.ie
Website: <https://sallinsns.ie/>

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