

ADVERT ID 247613

## Secretary

### Carrickerry NS

Carrickerry Athea V94N592

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Tue Jan 6 2026
<b>Application Closing Date:</b>	Tue Jan 13 2026
<b>Commencement Date:</b>	Tue Feb 3 2026
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	4
<b>Current Enrolment:</b>	49
<b>Droichead school:</b>	No

#### POST DETAILS

##### Additional Information:

The Board of Management of (School Name) invites applications for the position of secretary consisting of 12 working hours per week.

The ideal candidate should have:

- Recognised Qualifications
- Experience of operating in a busy office environment and/or secretarial experience working in a childcentred environment.
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- Excellent interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including wages, budgets, on line payment systems, procurement and monthly financial reports.
- A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications. • A familiarity of working with online school databases (e.g Aladdin, POD & OLCS systems) as well as a knowledge of GDPR & Data Protection requirements.
- The ability to assist the Principal with the daily administration tasks, meeting requests and scheduling events etc.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers, school users and visitors.
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality.

Application by post ONLY to:

The Chairperson, BOM  
Carrickerry National School,  
Carrickerry, Athea,  
Co Limerick  
V92 N592

Please clearly state "SECRETARY APPLICATION" on the envelope.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child protection Training and training in GDPR.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

#### 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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	11280T
<b>Apply To:</b>	The Chairperson, BOM Carrickerry National School, Carrickerry, Athea, Co Limerick V92 N592
<b>County:</b>	Limerick
<b>Enquiries To:</b>	<a href="mailto:office@carrickerryins.ie">office@carrickerryins.ie</a>

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