ADVERT ID 247926

Secretary

SN Gleann Beithe

Lower Balinakilla Glenbeigh V93 KD50

Glenbeigh N.S.

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Jan 27 2026
Application Closing Date:	Thu Feb 12 2026
Commencement Date:	Mon Feb 23 2026
Status of Post:	Fixed-term
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	6
Current Enrolment:	104
Droichead school:	Yes

POST DETAILS

Additional Information:

SN Gleannbeithe invites applications for the position of School Secretary. This is a 16-20 hour permanent position and will be subject to sanction from the Department of Education. The successful applicant will be recruited in line with the terms and conditions as set out in Circular 36/2022. New secretaries will be placed on point 1 of the scale set out in Appendix 1 of the circular, unless they have prior experience as a school secretary. The position is subject to compulsory Garda vetting, Med mark clearance, online TUSLA Child Protection Training and a six month probationary period.

Key duties of this position will include:

* point of contact for all visitors and enquiries.
* managing school communications – phone, email, databases (e.g. Aladdin, POD, OLCS).
* Management of school financial accounts – payments, payroll, FSSU, RCT & VAT returns and corresponding with our school accountant.
* Office management – maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
* Co-ordinating the school admissions process.
* Working alongside the school management team.

The ideal candidate will demonstrate the following competencies:

* Professionalism, discretion and the ability to maintain strict confidentiality.
* Strong interpersonal and communication skills.
* Book-keeping skills including knowledge of online banking etc.
* A willingness to engage in Continuous Professional Development.
* ICT proficiency and an interest in upskilling.
* Knowledge in relation to GDPR, data protection, updating, managing and storing school records in accordance with GDPR compliance.

* Ability to use own initiative, to work independently and as part of a team.
* A positive outlook and a willingness to contribute to overall school development.
* Very good planning and organisational skills.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

- 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:	18414D
Apply To:	Lower Balinakilla Glenbeigh V93 KD50
County:	Kerry
Enquiries To:	sngleannbeithe@gmail.com

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