

ADVERT ID 248287

## Secretary / Administrator

### St. Mary's High School

Castleredmond Midleton P25XC57  
<https://www.stmarysmidleton.com>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Thu Feb 12 2026  
**Application Closing Date:** Wed Feb 25 2026  
**Commencement Date:** Mon Mar 2 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 15

#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 770  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of St. Mary's High School invites applications from suitably qualified persons for the role of School Secretary and Accounts/Administrative person St. Mary's High School. This role consists of 15 working hours per week (currently delivered on Thursday and Friday). This School Secretary and Accounts/Administrative position is subject to the terms and conditions as set out in DES Circular Letter 0036/2022. The Secretary will provide financial and administrative support to the Senior Leadership Team in the delivery of all their key functions.

##### Requirements and Qualifications:

- Experience in an Accounts setting using SAGE
- Knowledge of School Finances, with strong financial management skills.
- A willingness to learn.
- Excellent interpersonal and organisational skills.
- Familiarity with budget preparation and cash flow management.
- Solid time management skills with an ability to prioritize work.
- Excellent analytical skills and experience creating reports and presentations.
- Adhere to school policies, particularly those related to Child Safeguarding, Health and Safety, Procurement Procedures and GDPR/Data Protection, and report any concerns appropriately.
- Strong oral and written communication abilities.
- Proficiency in IT with strong attention to detail.
- Ability to handle multiple tasks simultaneously.
- A high degree of discretion and ability to work with sensitive and confidential data.
- A commitment to meeting deadlines.
- A willingness to avail of further training/CPD relating to the needs of the school.
- Ability to work independently and as part of a team, using initiative where required.
- Candidates must have a strong work ethic, respect the ethos of the school and be flexible in their approach.
- Candidates must have a positive outlook and a desire to contribute to the overall development of the school.

Key Responsibilities/Duties will Include:

- Perform general secretarial and financial duties as assigned by Senior Leadership Team.
  - Collaborate with the Senior Leadership Team, and other staff in a supportive and efficient manner.
  - Communicate with parents, staff, students, and visitors in person, by phone, and via email in a welcoming, professional, and confidential manner.
  - Organise and maintain school databases and filing systems.
  - Manage school correspondence with a high level of professionalism and confidentiality.
  - Maintain and file all necessary documentation.
  - Liaise with service providers, suppliers, and visitors as required.
  - Cover Reception as necessary during breaks, lunch, and holiday periods.
  - Coordinate internal communication, including post, phone messages, and email.
  - Responsible for the efficient organisation and administration of the office and of keeping the SLT/Board of Management fully informed of all financial issues.
  - Data entry to accounts package and preparation of annual accounts
  - Preparation of other financial reports as requested by the Principal/Trustees/ Board of Management.
- Operation of VAT & RCT as per Revenue requirements.
  - Process the Payroll on a timely and accurate basis of weekly and monthly payments.
  - Operate the Payroll system and manage all statutory deductions.
  - Submit statutory returns to the Revenue Commissioners for Payroll, VAT and RCT.
  - Engage with the relevant national Procurement platform and procedures.
  - Other ad hoc duties at the discretion of the Principal and Deputy Principal.
- This list is not exhaustive.

#### Salary:

Secretaries recruited must be employed by schools on the new terms and conditions set out in Department of Education Circular Letter 0036/2022 "Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised Primary and Post Primary schools". The appointed candidate will commence at Point 1 of the Salary Scale unless they have previous recognised experience in a school administration role. Garda Vetting will apply. Canvassing will disqualify.

Only shortlisted candidates will be contacted. Please note it is proposed to conduct interviews at the earliest opportunity following the closing date.

#### How To Apply:

Send your CV and Cover Letter by email only to [recruitment@stmarysmidleton.ie](mailto:recruitment@stmarysmidleton.ie) outlining how you meet the requirements in the job description and why you would like to join the team at St. Mary's High School. The subject line of the email should read "Application for Secretary Position".

Closing date for applications: Wednesday 25th February 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 (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 62380M  
**Apply To:** Castleredmond  
 Midleton  
 P25XC57  
**County:** Cork  
**Enquiries To:** [recruitment@stmarysmidleton.ie](mailto:recruitment@stmarysmidleton.ie)  
**Website:** <https://www.stmarysmidleton.com>  
**Further Information:** <https://www.stmarysmidleton.ie>

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