ADVERT ID 248662

Secretary

Kildorrery National School

Kildorrery Co Cork Cork Kildorrery P67 VY68
https://kildorreryns.scoilnet.ie

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Mar 4 2026
Application Closing Date:	Wed Mar 18 2026
Commencement Date:	Mon Apr 13 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	11
Current Enrolment:	184
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:
We are looking for a part time school secretary/ book-keeper for a busy primary school office in Kildorrery National School, Co Cork (27 hours 45 minutes over 5 days per week in person).

The ideal candidate would be someone who has good all round administration skills, is confident in their own ability and can turn their hand to any task. Excellent attention to detail is an absolute must. The ideal candidate will have a passion for numbers and a keen eye for detail, with a proven track record in a busy office with administration and bookkeeping experience.

The suitable candidate will be an integral part of the school community and will manage the school office in a welcoming, efficient and discreet manner. The suitable candidate is required to work throughout the summer period.

Key responsibilities:
- Show excellent attention to detail in both administrative and bookkeeping tasks
- Possess strong IT skills and the ability to quickly learn and navigate new systems
- Maintain accurate financial records and prepare monthly reports as well as annual reports to the FSSU and school accountant
- Reconcile bank statements and credit card transactions
- Processing payments, invoices, income and receipts
- Preparing financial statements showing business income and expenditure
- Managing expenses/sundries money
- Prepare and submit revenue and RCT

- Liaising with the Board of Management's treasurer and school accountant as required
- Being aware of and complying with school policies and procedures, particularly regarding child safeguarding, health and safety, confidentiality and data protection
- Managing school correspondence (post, telephone messages, email, etc) including liaising with parents, staff, pupils, service providers, school suppliers, - Parents Association and visitors
- Organising, maintaining and updating school documentation, databases and filing systems including Aladdin, OLCS, POD, Medmark and Tusla attendance returns

The ideal candidate will demonstrate the following competencies:
- Exhibit a willingness to learn and readily absorb new information in a fast paced environment
- Managing school correspondence with professionalism and confidentiality
- Excellent interpersonal and communication skills (both verbal and written)
- Excellent organisational skills and attention to detail
- Excellent IT skills
- Experience in working in a busy working environment
- Willingness to upskill where necessary
- The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- Ability to plan and work independently and efficiently
- Ability to work as part of a team and to show flexibility consistent with the job
- Ability to multi-task and to remain calm under pressure
- Positive outlook and willingness to contribute to overall school development and a commitment to the ethos of the school
- Flexibility in the varied demands of the job
- Willingness to get involved and help out in extra curricular activities that may take place outside of school hours
- Relate well to children and adults
- The ability to assist the principal and deputy principal with daily administration tasks
- Familiarising yourself with Department circulars when they are issued
- Carrying out all other tasks and duties that may arise to meet the evolving needs of the school

Experience:
At least two years experience in accounting/bookkeeping/finance is essential
Experience in the secretary/receptionist role is preferred

Other information:
This position is subject to the terms of Circular 0020/2025 Revision of Salaries and Annual Leave Arrangements for School Secretaries
The position is subject to a six month probationary period and satisfactory Garda Vetting

The successful candidate will be required to undertake Tusla child protection training

We would ike to candidate to start after Easter 2026

Please email your letter of application and CV to kildorrerynsapplications@gmail.com

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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19526T
Apply To:	Chairperson Kildorrery National School Kildorrery Co Cork P67 VY68
County:	Cork
Enquiries To:	kildorrerynsapplications@gmail.com
Website:	https://kildorreryns.scoilnet.ie

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