ADVERT ID 248686

Secretary

Athlone Mixed NS

Arcadia Athlone N37CX20

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Mar 5 2026
Application Closing Date:	Fri Mar 20 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:	Church of Ireland
Total No. of Teaching Staff:	5
Current Enrolment:	60

POST DETAILS

Additional Information:

Athlone Mixed National School, a three-teacher primary school, invites applications for the position of School Secretary.

We are seeking a confident, professional and versatile individual who will serve as the first point of contact for our school community. The successful candidate will play an important role in supporting the smooth day-to-day running of the school while supporting the Church of Ireland ethos of Athlone Mixed National School. A high level of confidentiality, professionalism, flexibility and discretion is essential.

Contract Details
• 12 hours per week
• Tuesday, Thursday and Friday
• 9.00 a.m. – 1.00 p.m.

In addition to the weekly hours during the school year, secretarial support will also be required during the week following the closure of the school for the summer and for one week prior to the reopening of the school for the new academic year.

The position will operate under the terms of Department of Education Circulars 36/2022, 07/2024 and 10/2026. Salary is paid at the first point of the scale unless the successful candidate can provide evidence to the Department of Education and Youth of recognised previous service as a school secretary, in line with Circular Letter 0055/2025. Applicants are advised to consult the relevant circulars for full details regarding salary, leave entitlements and terms and conditions of employment.

Key Responsibilities
• Database Management: Maintaining school systems including OLCS, POD and Aladdin.
• Front of House: Managing reception, answering telephone enquiries and handling email

correspondence.
• Financial Administration: Assisting with school accounts and financial records.
• Coordination: Supporting the Principal with meeting arrangements, school events and general correspondence.
• Operations: Maintaining office supplies, liaising with service providers and organising transport for school activities and visitors.

This list is not exhaustive.

Key Skills and Requirements
• Ability to work independently and use initiative in a small-school environment.
• Excellent organisational and interpersonal skills.
• High standard of written and verbal communication.
• Strong ICT competence, including Microsoft Office, Excel, Google Workspace.
• Experience in school administration, student data management and financial administration is desirable.
• Book-keeping experience and familiarity with the Revenue Online System, FSSU would be advantageous.

Application Requirements
Applicants must submit:
• Letter of Application
• CV
• Referees (name, role and contact number)
• Valid Statutory Declaration and completed Form of Undertaking

This position is subject to the fulfilment of vetting requirements.

Please apply by email to athlone.mixed.recruitment@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:	16092U
Apply To:	Arcadia Athlone N37CX20
County:	Westmeath
Enquiries To:	athlonemixednational@gmail.com

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