

ADVERT ID 248834

## Secretary

### Holycross NS

Skehana Firoda Castlecomer R95E22N

#### MAIN DETAILS

|                                  |                 |
|----------------------------------|-----------------|
| <b>Status:</b>                   | Active          |
| <b>Level:</b>                    | Primary         |
| <b>Date Posted:</b>              | Wed Mar 18 2026 |
| <b>Application Closing Date:</b> | Mon Apr 13 2026 |
| <b>Commencement Date:</b>        | Mon Jun 8 2026  |
| <b>Status of Post:</b>           | Part-Time       |
| <b>Number of Vacancies:</b>      | 1               |

#### SCHOOL DETAILS

|                                     |                |
|-------------------------------------|----------------|
| <b>School Type:</b>                 | Mainstream     |
| <b>Gender:</b>                      | Co-Educational |
| <b>School Patronage:</b>            | Catholic       |
| <b>Total No. of Teaching Staff:</b> | 4              |
| <b>Current Enrolment:</b>           | 86             |

#### POST DETAILS

##### Additional Information:

Holy Cross National School, Firoda, a four-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. A high level of confidentiality, professionalism, flexibility and discretion is essential.

##### Contract Details

- 18 hours per week
- Monday, Tuesday and Wednesday 9:00am-1:00pm
- Friday 9:00am- 3:00pm

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 the treasurer with school accounts and financial records.

- Coordination: Supporting the Principal with meeting arrangements, school events and general correspondence.
- Operations: Ordering and maintaining office supplies, liaising with service providers and organising transport for school activities and visitors.
- Resourcing: Liaising with school staff on items to be sourced for classroom use and maintenance. Administration of schoolbooks income and expenditure, in consultation with the principal.

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 would be advantageous.

#### Application Requirements

Applicants must submit:

- Letter of Application
- CV (Digital)
- Referees (name, role and contact number)

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

This position is subject to the fulfilment of vetting requirements.

Please apply by email to [info@firodaschool.ie](mailto:info@firodaschool.ie)

#### 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 (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 18643S  
**Apply To:** Skehana  
 Firoda  
 Castlecomer  
 R95E22N  
**County:** Kilkenny  
**Enquiries To:** [info@firodaschool.ie](mailto:info@firodaschool.ie)  
**Further Information:** <https://www.firodaschool.ie>  
**Application Form:** [APPLICATION FORM FOR THE POSITION OF SECRETARY IN HOLYCROSS NS.pdf](#)