

ADVERT ID 250896

Secretary

Scoil Ursula

Scoil Ursula Strandhill Road Sligo F91 WD27
<https://www.scoilursula.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Apr 23 2026
Application Closing Date: Fri May 1 2026
Commencement Date: Fri May 8 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 28
Current Enrolment: 442
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:

The Board of Management of Scoil Ursula invites applications for the position of School Secretary. This is a full-time permanent position consisting of 37 hours per week over 5 days.

Scoil Ursula is a welcoming and supportive school community committed to providing the highest standard of education and care for all pupils. We are seeking an organised, efficient, professional and enthusiastic person to join our dedicated staff team.

The School Secretary is an integral part of the school community and will work closely with the Principal, Deputy Principal, Board of Management and staff. The successful candidate will manage the school office in a welcoming, professional and discreet manner and will contribute to the smooth running of the school through the provision of high-quality administration and office support services.

This position will be subject to the terms of Department of Education Circulars and relevant FAQ documents available on the Department of Education website, including but not limited to Circular 0036/2022 (Revision of Salaries and Annual Leave Arrangements for School Secretaries employed in recognised primary schools), Circular 0007/2024 (Leave Entitlements for School Secretaries employed in Recognised Primary Schools), Circular 0078/2024, Circular 10/2026 and any relevant subsequent circulars or guidance documents.

Salary will be paid at the first point of the scale unless recognised previous service is approved in accordance with Department of Education regulations.

This position is subject to a 6-month probationary period

Annual leave arrangements and working patterns will be in accordance with the relevant Department of Education Circulars.

KEY DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

Reception and Communication

- * Acting as first point of contact for all visitors, parents, pupils and callers to the school.
- * Managing school reception in a warm, professional and welcoming manner.
- * Managing school correspondence by post, email, telephone and digital school platforms.
- * Communicating effectively and professionally with parents/guardians, staff, pupils and visitors.
- * Assisting the Principal and Deputy Principal with daily administration tasks, meeting requests and scheduling events.

Financial Administration

- * Supporting the Treasurer and Principal with school financial administration.
- * Processing payments and maintaining financial records.
- * Entering and reconciling payments on school accounting systems.
- * Assisting with payroll for ancillary staff where required.
- * Assisting with budgets, FSSU monthly reports and annual financial returns.
- * Maintaining invoices and supporting financial documentation.
- * Supporting procurement procedures and regulatory compliance.
- * Experience of payroll, financial administration and FSSU accounting templates desirable.

Administration and Systems

- * Maintaining and updating school administrative systems, databases and filing systems.
- * Working with systems such as OLCS, POD, Aladdin, Revenue and payroll platforms.
- * Maintaining accurate records in line with GDPR and Department requirements.
- * Updating, managing and storing school records in compliance with all regulatory requirements.
- * Maintaining staff records including leave, substitute cover, contracts, vetting and related documentation.

General Administration

- * General secretarial and administrative duties consistent with the role.
- * Providing administrative support to the Principal, Deputy Principal, Board of Management and staff.
- * Attendance at meetings and school events as required.
- * Carrying out other duties appropriate to the role as assigned by school management.

Operations and Organisation

- * Ordering and managing office supplies.
- * Operating office equipment including printers, photocopiers and intercom systems.
- * Liaising with service providers, suppliers, contractors, transport providers and external agencies.
- * Assisting in organising transport and logistics for school activities where required.

ESSENTIAL SKILLS AND COMPETENCIES

The successful candidate will demonstrate:

- * Excellent interpersonal and communication skills, both oral and written.
- * Strong organisational skills and excellent attention to detail.
- * Excellent IT skills.
- * Excellent administrative and secretarial skills.
- * Reliability, trustworthiness and strict adherence to confidentiality.
- * Knowledge of GDPR and Data Protection requirements.
- * Ability to prioritise, multitask and meet deadlines.
- * Ability to work on own initiative and as part of a team.
- * Flexibility and adaptability to the needs of the school.
- * Positive outlook and willingness to contribute to overall school development.
- * Openness to learning new skills and taking on new challenges.
- * Commitment to uphold the ethos of Scoil Ursula.

DESIRABLE EXPERIENCE

- * Recognised qualifications relevant to administration, business, finance or office management desirable.
- * Previous experience working in office management or administration.
- * Experience within an educational setting desirable but not essential.
- * Familiarity with OLCS, POD, Aladdin Schools, school accounting systems, Google Workspace

and Microsoft Office advantageous.

* Experience operating in a busy office environment.

APPOINTMENT REQUIREMENTS

* Appointment is subject to Garda Vetting.

* Satisfactory professional references required.

* Successful candidate will be required to undertake Tusla Child Protection Training and any related training.

* Requirement to comply with all school policies and procedures including Child Safeguarding, GDPR, Health & Safety and Confidentiality.

APPLICATION PROCESS

Applications should include:

* Cover Letter

* CV

* Contact details for referees

* Copies of relevant qualifications/certificates

Applications should be submitted by post only to the following address:

Secretary Application

Chairperson BOM

Scoil Ursula

Strandhill Road

Sligo

F91 WD27

Applications will only be accepted by post.

Queries may be sent to: jobapplication@scoilursula.com

Only candidates shortlisted for interview will be contacted.

For further information please visit: www.scoilursula.com

APPLICATION REQUIREMENTS

• [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)

• CV (Bound)

• Letter of Application

• Referees (name, role, contact no.)

• Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

• Post

APPLY TO THIS JOB VACANCY

Roll Number: 18979F

Apply To: Scoil Ursula
Strandhill Road
Sligo
F91 WD27

County: Sligo

Enquiries To: jobapplication@scoilursula.com

Website: <https://www.scoilursula.com>

Further Information: <https://www.scoilursula.com>