

ADVERT ID 252094

Secretary

Cappabue N.S.

Cappabue Kealkill Bantry P75RX97
<https://www.cappabue.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon May 11 2026
Application Closing Date: Mon May 25 2026
Commencement Date: Wed Jun 3 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 3
Current Enrolment: 20
Droichead school: No

POST DETAILS

Additional Information:
School Secretary Position

Cappabue National School invites applications for the position of Part-Time School Secretary

Position Details

Hours: 9 hours per week (36 hours per month)
Start Date: Wednesday the 3rd of June, 2026
Contract Type: Part-time
Location: Cappabue National School

The successful candidate will support the day-to-day administration and organisation of the school office and work closely with the Principal, staff, parents and Board of Management.

Duties May Include

General school office administration
Answering phone calls and responding to emails
Maintaining and updating school records and databases
Using school systems including Aladdin, OLCS, Esinet and POD
Managing school correspondence, filing and documentation
Assisting with attendance records and parent communications
Photocopying, scanning and preparation of school materials
Organising and maintaining office supplies and resources
Assisting the Principal and staff with administrative tasks

Acting as the first point of contact for parents, service providers, suppliers and visitors to the school

Maintaining records in line with GDPR requirements

Assisting with school events, newsletters and communications

General office organisation and day-to-day administration duties

Essential Skills & Qualities

- * Excellent organisational and communication skills
- * Strong IT, administrative and typing skills
- * Ability to work independently and use initiative
- * High level of confidentiality and professionalism
- * Friendly, welcoming and professional manner
- * Good attention to detail and ability to multitask
- * Ability to prioritise workload and meet deadlines
- * Flexibility and willingness to support the needs of the school

Desirable Experience

Previous secretarial, administration or school office experience

Familiarity with school systems including:

Aladdin

Online Claims System (OLCS)

Esinet

Primary Online Database (POD)

Experience managing records and financial administration

Knowledge of GDPR and data protection procedures

Application Process

Please submit:

Letter of Application

CV

Contact details for referees

Applications should be emailed to: principal@cappabue.ie

Closing Date

Monday 25th May

Shortlisting may apply and only shortlisted candidates will be contacted.

This appointment is subject to satisfactory Garda Vetting and reference checks. The successful candidate may be required to undertake Tusla Child Protection Training.

Cappabue National School is an equal opportunities employer.

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: 17011W
Apply To: Cappabue
Kealkill
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P75RX97
County: Cork
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