

ADVERT ID 252447

Secretary

St Peters NS

Mountcharles Donegal f94vx99
<https://www.stpetersmountcharles.ie>



St. Peter's
NATIONAL SCHOOL

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu May 14 2026
Application Closing Date: Thu May 28 2026
Commencement Date: Wed Aug 26 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 10
Current Enrolment: 133
Droichead school: No

POST DETAILS

Additional Information:
Part-Time School Secretary

The Board of Management of St. Peter's National School invites applications for the position of Part-Time School Secretary.

We are seeking an organised, efficient, friendly, and professional individual to join our school community. 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. This role requires a high degree of flexibility, initiative, confidentiality and ability to work independently in a busy school.

This is a part-time position of 18.5 hours per week, with the anticipated working hours being Monday to Thursday, 9:20am–1:30pm, and Friday, 9:20am–2:30pm, subject to the operational needs of the school.

Some work will be required during school holiday periods, particularly at the end and beginning of the school year, to support school administration, admissions, organisation, and operational requirements.

Key Responsibilities

Duties associated with this position may include, but are not limited to:

- Reception and front-office duties, acting as the first point of contact for parents, visitors, suppliers, and service providers
- General school office administration and day-to-day office management
- Managing phone calls, emails, school correspondence, and communications

- Maintaining and updating school records, databases, and filing systems
- Managing school administration systems including Aladdin, OLCS, Esinet, POD, and related platforms
- Supporting school admissions and enrolment administration
- Maintaining attendance records and parent communications
- Financial administration, including school accounts, payments, invoicing, bank lodgements, financial record keeping, and FSSU templates
- Procurement and management of school and office supplies
- Supporting the Principal, Deputy Principal, staff, and Board of Management with administrative duties
- Liaising with the Department of Education and Youth and other relevant agencies where required
- Responding to a high volume of queries in a professional and timely manner.
- Organising school communications, newsletters, school trips, bookings, and events
- Ensuring records are maintained securely and in compliance with GDPR
- Carrying out additional duties appropriate to the role as assigned by the Principal or Deputy Principal

Essential Skills & Qualities

The successful candidate will:

- Have excellent organisational, administrative, and interpersonal skills
- Have excellent written and verbal communication skills, with a strong command of grammar, spelling, punctuation, and vocabulary
- Have excellent ICT and computer skills, including strong proficiency in Microsoft Office Suite, Google Workspace (Gsuite), email systems, and digital record management
- Be willing to engage in ongoing professional learning and upskilling in emerging technologies
- Have excellent typing and office administration skills
- Be able to work independently, show initiative, and manage competing priorities
- Demonstrate flexibility and a willingness to support the changing needs of the school community
- Demonstrate a high level of confidentiality and the ability to handle sensitive matters with tact, discretion and professionalism.
- Have strong attention to detail and the ability to multitask effectively
- Be friendly, welcoming, and professional in manner
- Have a clear understanding of GDPR and data protection responsibilities
- Work effectively as part of a team

Desirable Experience / Skills

Experience in the following areas would be advantageous:

- Previous school office or administrative experience
- Bookkeeping, financial administration, or management of school finances/resources
- An interest in and competency in an Ghaeilge, with a willingness to support and encourage the informal use of Irish as part of school life, would be an advantage

Experience using:

- Aladdin
- OLCS (Online Claims System)
- Esinet
- POD (Primary Online Database)
- FSSU templates
- Payroll or financial systems
- Tusla Portal

This appointment is subject to:

- Garda Vetting
- Satisfactory references
- Completion of Tusla Child Protection Training and associated online training
- A 6-month probationary period (with provision for extension where required)

Salary & Conditions

Salary, annual leave, and conditions of employment will be in accordance with the Department of Education Circulars 0009/2026 and 0010/2026. Placement on the salary scale will be in accordance with Department guidelines and relevant previous experience.

Applications by email only to secretary_recruitment2026@stpetersmountcharles.ie

Please state your name in the subject line.

Please note:

- Only shortlisted candidates will be contacted for interview
- Canvassing will disqualify

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 (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18129E
Apply To: secretary_recruitment2026@stpetersmountcharles.ie
County: Donegal
Enquiries To: principal@stpetersmountcharles.ie
Website: <https://www.stpetersmountcharles.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.