

ADVERT ID 252530

Secretary

St Marys NS

Bishopscourt Ballygunner Waterford X91HF65
<https://www.ballygunner.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu May 14 2026
Application Closing Date: Thu May 28 2026
Commencement Date: Tue Sep 1 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: 40
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management seeks applications for the position of part-time school secretary for two half days per week.

Initial Key Responsibilities will include;

Financial Management
Reception and Communication
Principal and Staff Support
Pupil Welfare
Administration and Data
Regulatory Compliance

Skills and Knowledge required;

Experience in bookkeeping and managing finances
Strong organisational and interpersonal skills
Excellent communication skills
Excellent IT skills
Willingness to learn and engage in ongoing professional learning
Discretion and the ability to maintain confidentiality
Team-orientated and collaborative.

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: 17351A
Apply To: The Chairperson Board of Management on
recruitment@ballygunner.ie
County: Waterford
Website: <https://www.ballygunner.ie>

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