

ADVERT ID 252932

Secretary

Cill an Iubhair NS

Killanure N.S. Mountrath R32V276

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue May 19 2026
Application Closing Date:	Tue Jun 2 2026
Commencement Date:	Wed Aug 26 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	2
Current Enrolment:	23
Droichead school:	No

POST DETAILS

Additional Information:

8 hours per week.

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: chairpersonkillanurens@gmail.com

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

Killanure 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
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17084D
Apply To: chairpersonkillanurens@gmail.com
Chairperson
Killanure N.S.
Killanure
Mountrath
R32V276
County: Laois
Enquiries To: chairpersonkillanurens@gmail.com