

ADVERT ID 253938

## Secretary / Administrator

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### St. Columba's College

Stranorlar Lifford F93KN62

<https://www.stcolumbascollege.ie>

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#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Post Primary
<b>Date Posted:</b>	Tue Jun 2 2026
<b>Application Closing Date:</b>	Fri Jun 12 2026
<b>Commencement Date:</b>	Tue Sep 1 2026
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1
<b>Number of hours per week:</b>	25

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#### SCHOOL DETAILS

<b>School Type:</b>	Voluntary Secondary School
<b>School Structure:</b>	Co-Educational
<b>Current Enrolment:</b>	945
<b>Droichead school:</b>	Yes

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#### POST DETAILS

##### Additional Information:

The Board of Management of St. Columba's College invites applications from suitably qualified persons for the role of School Secretary and Accounts/Administrative person in St Columba's College, Stranorlar. This role consists of 25 working hours per week (8.45am to 1.45pm Monday to Friday). This School Secretary and Accounts/Administrative position is subject to the terms and conditions as set out in Department of Education and Youth (DEY) Circular Letter 0061/2026. The Secretary will report directly to the Principal and the Board of Management, and will provide financial and administrative support to the Principal and Senior Leadership Team in the delivery of all their key functions.

##### Requirements and Qualifications:

- Experience in an Accounts setting. An Accounting Technician qualification would be desirable but not essential.
- Excellent interpersonal and organisational skills along with excellent level of numerical and analytical skills.
- Knowledge of School Finances, with strong financial management skills, including familiarity with budget preparation, cash flow management and production of month end reports.
- Experience of Sage 50 Cloud Accounts.
- Experience of business online banking and processing payment runs.
- A knowledge of Payroll, RCT and VAT.
- Ability to handle multiple tasks simultaneously with solid time management skills and an ability to prioritise work.
- Adhere to school policies, particularly those related to Child Safeguarding, Health and Safety,
- Procurement Procedures and GDPR/Data Protection, and report any concerns appropriately.
- Strong oral and written communication abilities with proficiency in IT and strong attention to detail.
- A high degree of discretion and ability to work with sensitive and confidential data.
- A willingness to avail of further training/CPD relating to the needs of the school.
- Ability to work independently and as part of a team, using initiative where required.
- Candidates must have a strong work ethic, respect the ethos of the school and be flexible in their approach.

- Candidates must have a positive outlook and a desire to contribute to the overall development of the college.

Key Responsibilities/Duties will Include:

- Perform general secretarial duties as assigned by the Principal or Deputy Principal.
- Collaborate with the Principal, Deputy Principal, and other staff in a supportive and efficient manner.
- Communicate with parents, staff, students, and visitors in person, by phone, and via email in a welcoming, professional, and confidential manner.
- Organise and maintain school databases and filing systems, including OLCS, eTenders, Office 365 and Excel among others.
- Manage school correspondence with a high level of professionalism and confidentiality.
- Maintain and file all necessary documentation.
- Liaise with service providers, suppliers, and visitors as required.
- Cover Reception as necessary during breaks, lunch, and holiday periods.
- Coordinate internal communication, including post, phone messages, and email.
- Responsible for the efficient organisation and administration of the office and of keeping the Principal/Board of Management fully informed of all financial issues.
- Data entry to accounts package to include:
  - entering suppliers Invoices and reconciliation of creditors balances to statements.
  - entering of bank payments and receipts
  - monthly bank reconciliations
  - Processing of payment run on the schools online banking account.
  - Reconciliation of all Balance Sheet figures and preparation of control accounts.
  - Analysis of all Income and Expenditure Account figures.
  - Preparation of monthly reports for Board of Management.
  - Preparation of accounts to trial balance stage and liaising with the external school accountant.
  - Preparation of other financial reports as requested by the Principal/ Board of Management.
  - Attendance at Finance Sub - Committee Meetings.
  - Prepare the draft School Budget.
  - Operation of VAT & RCT as per Revenue requirements.
  - Process the Payroll on a timely and accurate basis of weekly and monthly payments.
  - Operate the Payroll system and manage all statutory deductions.
  - Submit statutory returns to the Revenue Commissioners for Payroll, VAT and RCT.
  - Engage with the relevant national Procurement platform and procedures.
  - Other duties at the discretion of the Principal.

This list is not exhaustive.

Salary:

Secretaries recruited must be employed by schools on the new terms and conditions set out in Department of Education Circular Letter 0061/2026 "Revision of Salaries for School Secretaries Previously Funded Under Ancillary Grant Funding and Bus Escorts". The appointed candidate will commence at Point 1 of the Salary Scale (€16.54 per hour) unless they have previous recognised experience in a school administration role. The employer of this position will be the Board of Management of St. Columba's College, Stranorlar, Co. Donegal.

Garda Vetting will apply. Canvassing will disqualify. Only shortlisted candidates will be contacted. Please note it is proposed to conduct interviews at the earliest opportunity following the closing date.

How To Apply:

Send your CV and Cover Letter by email only to [staffrecruitment@stcolumbasstranorlar.ie](mailto:staffrecruitment@stcolumbasstranorlar.ie) outlining how you meet the requirements in the job description and why you would like to join the team at St. Columba's College. The subject line of the email should read "Application for Secretary Position".

Closing date for applications: Friday 12th June 2026 at 5pm.

## 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
- Post

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 62861F  
**Apply To:** The Principal  
St. Columba's College  
Stranorlar  
Lifford  
F93KN62  
**County:** Donegal  
**Enquiries To:** [staffrecruitment@stcolumbasstranorlar.ie](mailto:staffrecruitment@stcolumbasstranorlar.ie)  
**Website:** <https://www.stcolumbascollege.ie>

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