

ADVERT ID 254027

Secretary

St Joseph's GNS

Convent Road Clonakilty P85AX90
<https://www.stjosephsclon.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Jun 3 2026
Application Closing Date: Thu Jun 11 2026
Commencement Date: Tue Aug 25 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Girls
School Patronage: Catholic
Total No. of Teaching Staff: 16
Current Enrolment: 210
Droichead school: Yes

POST DETAILS

Additional Information:

Key Responsibilities include, but are not limited to:

- Managing the day-to-day operations of the busy school office, acting as the welcoming first point of contact for pupils, parents, staff, and visitors.
- General office administration including managing school correspondence, phone calls, emails, and maintaining organized filing systems.
- Managing school management software systems, specifically Aladdin (for attendance, student records, and communications) and the Department of Education's OLCS system (for staff leave and tracking).
- Assisting the Principal and Board of Management with school financial administration, including managing invoices, receipts, the school bank account, online payment systems, and purchasing/procurement records.
- Maintaining up-to-date and accurate records in relation to the Primary Online Database (POD).
- Liaising with external bodies (Department of Education, NCSE, Tusla, vendors, and contractors) under the direction of the Principal.

Essential Criteria & Competencies:

- Excellent administrative, organizational, and secretarial skills, with a high level of proficiency in IT (Microsoft Office Suite, Google Workspace, cloud storage).
- Superb interpersonal and communication skills (both written and verbal), with a warm, professional, and welcoming manner.
- Demonstrated ability to work independently, multi-task, and use initiative in a fast-paced environment, while working collaboratively as part of a close-knit school team.
- A high level of discretion, professionalism, and strict awareness of the vital importance of confidentiality and Data Protection (GDPR) in a school setting.
- Flexibility and a willingness to contribute positively to the overall community life and ethos of our school.

Desirable: Previous administrative experience working in a school environment and familiarity

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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
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 07651G
Apply To: Mrs. Kathleen Ryan (Chairperson Board of Management)
chairpersonsjgns@gmail.com

St. Joseph's Girls NS
Convent Road
Clonakilty
Co Cork
P85AX90
County: Cork
Enquiries To: info@stjosephsclon.com
Website: <https://www.stjosephsclon.com>
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