

ADVERT ID 254384

Secretary

St Corbans BNS

Fairgreen Naas W91E635
<https://www.stcorbans.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Jun 5 2026
Application Closing Date: Wed Jun 24 2026
Commencement Date: Mon Aug 17 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: 28
Current Enrolment: 459
Droichead school: Yes

POST DETAILS

Additional Information:

St. Corban's N.S., is seeking a part-time secretary for 14 (in person) hours per week on Mondays and Fridays commencing at the start of the new academic year.

The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community and will work in the school office in a welcoming, professional and discreet manner.

The ideal candidate will have a flexible attitude and approach, and he/she will understand the demands of working in a school environment.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary and as outlined in the skills/knowledge required below:

- * Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and Esinet.
- * Managing payments and records of accounts
- * Managing school correspondence
- * Maintenance of school and office supplies and operating all office machines.
- * Maintenance and filing of all documentation
- * Maintaining records of staff leave
- * Liaising with representatives of service providers, suppliers, school users and visitors
- * Working in close co-operation with the principal and staff
- * Liaising with the BOM Chairperson, Treasurer and the School Accountant.
- * Booking events and making necessary arrangements for meetings, interviews etc.
- * Co-ordination of internal communications (post, telephone messages, email etc)
- * Carrying out other duties assigned by the principal and related to the post of school secretary
- * Procurement of resources and the management of school office supplies.

Essential Skills/ Knowledge Required:

- * Excellent interpersonal and organisational skills
- * Excellent communication skills (both verbal and written)
- * Excellent typing/IT skills
- * Excellent attention to detail
- * The candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations
- * Ability to plan and work efficiently and on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job
- * A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, Powerpoint, Google Docs, Drive etc) with an ability and willingness to master new applications
- * Maintaining records of school finances
- * Experience of content management systems

Desirable Skills/Knowledge;

- * Experience of operating database platforms such as or similar to the Online Claims System (OLCS) and Pupil Online Database (POD)
- * Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements
- * Experience of using school communication systems e.g. Aladdin Connect or similar.

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. This position is subject to a six month probationary period. Induction training will be facilitated.

Salary will be as per Department of Education guidelines.

Secretaries are recruited in line with the terms set out in Circular 10/2026. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a school secretary.

The post will commence in late August before the school reopens after the summer break.

Please apply via email to storbanssecretary2026@gmail.com noting "secretary" in the subject bar or by post to The Chairperson, Board of Management, St. Corban's N.S. Fairgreen, Naas, Co. Kildare

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: 17254C
Apply To: The Chairperson
Board of Management
St. Corban's N.S.
Fairgreen
Naas
W91E635
Kildare
County: Kildare
Enquiries To: storbanssecretary2026@gmail.com
Website: <https://www.storbans.com>

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