

ADVERT ID 254696

Secretary

Ballintemple NS

Crab Lane Ballintemple T12 WA02

<https://www.ballintemplens.com>

MAIN DETAILS

| | |
|----------------------------------|-----------------|
| Status: | Active |
| Level: | Primary |
| Date Posted: | Fri Jun 12 2026 |
| Application Closing Date: | Fri Jun 19 2026 |
| Commencement Date: | Mon Sep 21 2026 |
| Status of Post: | Permanent |
| Number of Vacancies: | 1 |

SCHOOL DETAILS

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|-------------------------------------|----------------|
| School Type: | Mainstream |
| School Structure: | Vertical |
| Gender: | Co-Educational |
| School Patronage: | Catholic |
| Total No. of Teaching Staff: | 15 |
| Current Enrolment: | 252 |
| Droichead school: | Yes |

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

Secretary Responsibilities

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 organised 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.

Criteria & Competencies:

- Excellent administrative, organisational, 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 with Aladdin, POD, and OLCS is highly advantageous.

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Application Requirements: Appointment will be subject to, but not limited to, satisfactory references, current national Garda Vetting clearance, and Occupational Health Screening via Medmark.

A 6-month probationary period will apply.

Core Terms, Contracts, and Annualisation Details: The original framework establishing the 52-week pay scale, leave configurations, and standard 37-hour working structures is outlined in Circular 0036/2022 (titled: Revision of Salaries for School Secretaries Previously Funded Under Ancillary Grant Funding).

A standard full-time school secretary working under the annualised pay agreement is contracted to work exactly 228 days per year.

Current Pay Scale Updates: The most recent structural pay adjustments (incorporating the February 2026 revisions) that list the exact Clerical Officer Grade III hourly rates and annual salary scales can be reviewed via Circular 0010/2026 on the Department's central circular repository page.

Applications will only be accepted by email to applications@ballintemplens.com and must be received no later than 5p.m. on Friday, 19th June 2026.

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: | 15781P |
| Apply To: | applications@ballintemplens.com |
| County: | Cork |
| Enquiries To: | applications@ballintemplens.com |
| Website: | https://www.ballintemplens.com |
| Further Information: | https://www.ballintemplens.com |

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