

ADVERT ID 255273

## Secretary

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### Ballymoney NS

Ballineen Ballineen P47NW40  
<https://www.ballymoneyns.com>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Fri Jun 12 2026  
**Application Closing Date:** Fri Jun 26 2026  
**Commencement Date:** Mon Sep 14 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Church of Ireland  
**Total No. of Teaching Staff:** 3  
**Current Enrolment:** 26  
**Droichead school:** No

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#### POST DETAILS

##### Additional Information:

This part-time position is for 13 hours per week. The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training.

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 successful candidate will be expected to demonstrate:

- General office administration including managing school correspondence, phone calls, emails and maintaining organized filing systems.
- Strong organisational and administrative skills, with the ability to prioritise tasks and work independently.
- Excellent communication and interpersonal skills, with a high level of professionalism and discretion.
- Experience in financial administration, including handling invoices, processing payments, maintaining financial records, and supporting the preparation of accounts for the Board of Management.
- An understanding of school financial procedures, or a willingness to learn (e.g., FSSU guidelines, procurement processes).
- Competence in ICT, including email, word processing, spreadsheets, and digital filing systems.
- Experience with school administration systems such as Aladdin, POD and OLCS (advantageous but not essential).
- A commitment to confidentiality, GDPR compliance, and the smooth day to day running of the school.

- Be familiar with RCT and VAT returns for Revenue

#### 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

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	18246I
<b>Apply To:</b>	ballymoneynsapplications@gmail.com
	Please write 'Secretary Application' the subject line of the e-mail.
<b>County:</b>	Cork
<b>Enquiries To:</b>	<a href="mailto:ballymoneynsapplications@gmail.com">ballymoneynsapplications@gmail.com</a>
<b>Website:</b>	<a href="https://www.ballymoneyns.com">https://www.ballymoneyns.com</a>
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