

ADVERT ID 255899

Secretary

Ballinagore NS

Ballinagore Kilbeggan N91 XF57

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Jun 18 2026
Application Closing Date:	Thu Jun 25 2026
Commencement Date:	Wed Aug 26 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	6
Current Enrolment:	97
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:

St. Patrick's National School, Ballinagore, Co. Westmeath

Roll Number: 16340N

invites applications for the post of School Secretary effective on 1st September 2026

This is a part-time position for 18.5 hours (in person) per week:

Monday, Tuesday, Wednesday, Thursday 09:00 – 13:00 and Friday 09:00 – 11.30 a.m.

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 DE guidelines. Secretaries are recruited in line with the terms set out in DE Circular 0010/2026. The post will commence in late August before the school reopens after the summer break.

Application requirements

? Letter of application

? Curriculum Vitae

? Name and contact details of two referees

Completed applications to be submitted as an email attachment to:

applications16340N@gmail.com on or before 15:00 on 25th June 2026. In the subject bar of the email type "Application for Secretary"

Late applications will not be accepted.

The successful candidate will be expected to demonstrate:

General office administration including managing school correspondence, phone calls, emails and maintaining organised 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

Commitment to uphold the ethos of St. Patrick's National School, Ballinagore, Co. Westmeath.

The ideal candidate will demonstrate the following:

Professionalism, discretion and the ability to maintain strict confidentiality

Excellent organisation, oral and written communication and interpersonal skills

Excellent IT skills, including proficiency in Microsoft Office 365 and willingness to upskill as needed

Knowledge in relation to GDPR and data protection

Excellent secretarial and administrative skills and telephone manner

Ability to use own initiative within a flexible, co-operative and team structure

Excellent planning and organisational skills

Knowledge of accounts packages

Flexibility in the varied demands of the job and the ability to show initiative when required

Experience of working in a busy office environment

Positive outlook and willingness to contribute to overall school development

Proven record as a team player

Goal oriented in a manner that ensures work is comprehensively completed

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16340N
Apply To: applications16340N@gmail.com
County: Westmeath
Enquiries To: applications16340N@gmail.com