

ADVERT ID 258214

Secretary

Crecora National School

Crecora National School Crecora Crecora V94P5C0
<https://www.crecoranationalschool.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Jul 13 2026
Application Closing Date: Mon Jul 27 2026
Commencement Date: Tue Sep 1 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: 13
Current Enrolment: 216
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Crecora National School invites applications for the position of secretary job-share (week-on, week-off basis).

The School Secretary is an integral part of our school community, working closely with the school principal, and will manage the school office in a welcoming, professional, and discreet manner.

This position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022.

Successful applicants will preferably have:

- Recognised Qualifications
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment
- Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- Excellent interpersonal skills, including oral and written communication skills.
- Competency in maintaining financial accounts, including budgets, procurement and financial reports
- A high level of proficiency in I.T. and in the use of Microsoft Office and other online applications
- Organising, maintaining and updating school databases and filing systems such as Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll as well as a knowledge of GDPR & Data Protection requirements
- Maintaining records of school finances and knowledge of FSSU Guidelines
- The ability to assist the principal with the daily administration tasks, meeting requests, scheduling events, managing school correspondence, postage etc.
- Updating, managing and storing school records in compliance with GDPR

- Positive outlook and willingness to contribute to overall school development.
- Commitment to uphold the ethos of the school.

The above job description is not exhaustive.

All appointments are subject to Garda Vetting and OHS clearances.

Please mark all envelopes "Secretary Application"

[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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	17101A
Apply To:	"Secretary Application" Crecora National School Crecora Co. Limerick V94P5C0
County:	Limerick
Website:	https://www.crecoranationalschool.ie
Further Information:	https://crecoranationalschool.ie

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.