

ADVERT ID 259193

Secretary

St Columba's NS

Ballyturn, Gort GORT H91 W8Y8

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Jul 22 2026
Application Closing Date:	Fri Jul 31 2026
Commencement Date:	Wed Aug 26 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:	2
Current Enrolment:	44
Droichead school:	No

POST DETAILS

Additional Information:

St. Columba's NS, Ballyturn, invites applications for the position of school secretary. This position is being advertised for 12 hours per week.

This position is part-time, however it is anticipated that the role will be shared with another school with an additional 16 hours.

This position is subject to sanction by the Department of Education, with secretaries recruited in line with the terms and set out in Circular 36/2022 and 10/2026. As per Department guidelines, 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 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 6 month probationary period.

The successful candidate will have experience in office management and administration. The candidate will also be an integral part of the school community, working closely with the school principal and will manage the school office relating to parents, staff, pupils and visitors face to face, by phone or email, in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

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

Coordination of internal communication (post, telephone messages, email)

Carrying out other duties assigned by the Principal and related to the post of School Secretary

? Working in close co-operation with Principal and staff

? Organising, maintaining and updating school databases and filing systems to include: Aladdin, OLCS, POD, and FSSU

? Managing school correspondence with professionalism and confidentiality
? Managing financial administration, including handling invoices, processing payments, maintaining financial records, and supporting the preparation of school accounts, with some knowledge of working with FSSU.
? Maintaining of school and office supplies.
? Maintaining and filing documentation, both digitally and in hard copy
? Maintaining and filing records of staff leave, CPD and contracts
? Liaising with BOM Chairperson, Treasurer and school accountant.
? Complying with school policies and procedure, particularly in relation to child safeguarding, health and safety, confidentiality, and data protection.

Skills/ Knowledge Required:

? Excellent interpersonal skills and oral/ written communication abilities
• Strong organisational and administrative skills, with the ability to prioritise tasks and work independently.
? Excellent Typing/IT skills, including proficiency in Google Workspace, Microsoft Office and other online applications
? Experience of operating database platforms such as or similar to the Online Claims System, OLCS) Pupil Online Database (POD), Aladdin.
? Competency in maintaining financial accounts, using Excel, budgets, online banking systems, and some experience of FSSU
? Willingness to upskill where necessary
? Discretion and the ability to maintain confidentiality in all areas of work.
? Ability to use own initiative, to work independently and as part of a team.
? Ability to work closely with the Principal, Board of Management, Parents' Association and Staff.
? Positive outlook and willingness to contribute to the overall school development
? Commitment to uphold the Catholic ethos of the school
Confidentiality is an integral part of this position.

[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)
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20491K
Apply To: Secretary Application,
St. Columba's National School,
Ballyturn,
Gort
H91W8Y8
Email: stcolumbas1ns@gmail.com
County: Galway