

ADVERT ID 259509

## Secretary / Administrator

### Saint Cuan's College

Castleblakeney Ballinasloe H53 AN80

<https://stcuans.ie>

#### MAIN DETAILS

|                           |                 |
|---------------------------|-----------------|
| Status:                   | Active          |
| Level:                    | Post Primary    |
| Date Posted:              | Mon Jul 27 2026 |
| Application Closing Date: | Wed Aug 12 2026 |
| Commencement Date:        | Tue Sep 1 2026  |
| Status of Post:           | Fixed-term      |
| Number of Vacancies:      | 1               |
| Number of hours per week: | 37              |

#### SCHOOL DETAILS

|                    |                            |
|--------------------|----------------------------|
| School Type:       | Voluntary Secondary School |
| School Structure:  | Co-Educational             |
| Current Enrolment: | 410                        |
| Droichead school:  | Yes                        |

#### POST DETAILS

##### Additional Information:

St Cuan's Diocesan College is a co-educational, voluntary secondary school under the patronage of the Diocese of Achonry and of Elphin.

The position will be subject to the terms of DEYE Circular Letter 0036/ 2022 revision of salaries and annual leave and Circular Letter 0048/2024.

The entry level for this role is on the first point of the scale, unless the candidate has previous work experience as school secretary.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

##### Essential Competencies:

1. Excellent Administrative and Organisational Skills
2. Strong Communication and Interpersonal Skills
3. Strong ICT and System Competency
4. Discretion, Confidentiality and Safeguarding Awareness
5. Customer Service
6. Initiative, Flexibility and Problem Solving Attitude
7. Ethical and School Ethos Alignment? Manage school reception and act as the first point of contact.

##### Key Responsibilities:

- ? Deal with telephone calls, emails, and general correspondence.
- ? Maintain student records and school database.
- ? Support school management with administrative duties.
- ? Process financial transactions, invoices, and school payments.
- ? Tracking deliveries to ensure Purchase Order documents match deliveries.
- ? Co-ordinating communication between parents, staff and external bodies.
- ? Assisting with examination administration.
- ? Maintaining filing systems and ensuring GDPR compliance.

- ? Supporting organisation of school events and meetings.
- ? General office administration duties as required.
- ? Other duties as reasonably assigned by the School Principal.

Desirable Requirements

- ? Previous experience in a school or education setting
- ? Knowledge of DEYE systems: PPOD, OLCS
- ? Experience with school financial systems/accounts (Training is available)

Application Process:

Interested candidates should submit a Curriculum Vitae and covering letter showing evidence of the skills, responsibility, requirements of the post as well as names and contact details of two referees to

chairperson@stcuans.ie

stcuanscollege@stcuans.ie

Shortlisting may apply

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:** 62930V  
**Apply To:** Castleblakeney  
Ballinasloe  
H53 AN80  
[stcuanscollege@stcuans.ie](mailto:stcuanscollege@stcuans.ie)  
[chairperson@stcuans.ie](mailto:chairperson@stcuans.ie)  
**County:** Galway  
**Website:** <https://stcuans.ie>

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