

ADVERT ID 259592

Secretary / Administrator

Saint Cuan's College

Castleblakeney Ballinasloe H53 AN80

<https://stcuans.ie>

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Tue Jul 28 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.

Key Responsibilities:

- ? Manage school reception and act as the first point of contact.
- ? Deal with telephone calls, emails, and general correspondence.
- ? Maintain student records and the 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)

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
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: By email to chairperson@stcuans.ie
County: Galway
Website: <https://stcuans.ie>

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