

ADVERT ID 259784

Secretary

St Ronans NS

Glananea Taughmaconnell Ballinasloe H53DX66
<https://www.taughmaconnellns.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jul 30 2026
Application Closing Date: Wed Aug 12 2026
Commencement Date: Mon Aug 24 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: 7
Current Enrolment: 106
Droichead school: Yes

POST DETAILS

Additional Information:

St. Ronan's NS Taughmaconnell, Ballinasloe, Co. Roscommon seeks an enthusiastic, hard-working primary school secretary who is competent and experienced in relation to office procedures. Duties may include assisting with classroom activities from time to time.

The successful candidate will have office experience in a similar role and must demonstrate the following:

- excellent interpersonal skills
- excellent oral and written communication skills
- strong IT skills to include a proficiency in office applications
- excellent organisational skills
- ability to plan and work on own initiative in tandem with the ability to work with the principal and other school staff
- maintain strict confidentiality in relation to all aspects of the role
- compliance with GDPR

Key duties and responsibilities include but are not limited to the following:

- providing day to day administrative support to the principal and school team
- managing attendance records and transfers
- reception and telephone/email duties
- maintaining the school data base and physical files to include Databiz, Esinet, POD
- financial management - to include online payments, bank lodgements and reconciliations, and assisting Treasurer in preparing accounts for audit
- assisting the principal in the administration of meeting requests and scheduling events

This position is subject to Garda Vetting and a six-month probationary period.

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: 15614T
Apply To: recruitment@stronansns.com
Chairperson
Board of Management
St. Ronan's NS
Taughmaconnell
Ballinasloe Co Roscommon
H53DX66
County: Roscommon
Website: <https://www.taughmaconnellns.com>

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