

ADVERT ID 260043

Secretary

Our Lady's NS

Nurney Nurney R93D340

<https://www.ourladysnurney.com>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Aug 4 2026
Application Closing Date:	Fri Aug 21 2026
Commencement Date:	Thu Oct 1 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
School Patronage:	Catholic
Total No. of Teaching Staff:	3
Current Enrolment:	30
Droichead school:	No

POST DETAILS

Additional Information:

The Board of Management of Our Lady's NS, Nurney, seeks applications for the position of School Secretary. The position is being advertised for 10.5 hours per week. This is a part-time, year round position.

The successful candidate must have experience in office management and administration. The successful candidate will be an integral member of the school community, working closely with the Principal. They will be responsible for the administration of the school office and will liaise with parents, pupils, staff, visitors, and external agencies in person, by telephone, and by email.

The role requires confidentiality, professionalism, organisation, flexibility and interpersonal skills. The successful candidate must be capable of working independently, managing multiple priorities and contributing positively as part of a collaborative school team. Proficiency in Microsoft Office, and familiarity with Online Claims System (OLCS), Primary Online Database (POD), Payroll Package (COLLSOFT), Online Revenue returns, etc., is necessary. Must have competency in maintaining financial accounts, budgets, online banking systems and monthly reports.

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. Please note: The Dept. stipulates that the entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary. Annual leave and public holiday entitlements are in accordance with the terms and conditions for school secretaries and do not coincide with school holiday periods.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA, Child Protection Training and related online training. It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.

Please forward letter of application, referees and CV to nurneysjobs@gmail.com

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:	17796P
Apply To:	Email: nurneysjobs@gmail.com Our Ladys NS, Nurney R93D340 nurneys@gmail.com www.ourladysnurney.com
County:	Carlow
Website:	https://www.ourladysnurney.com

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