

ADVERT ID 260060

Secretary

Ceann Eitigh NS

The Walk Kinnitty Birr

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Aug 4 2026
Application Closing Date:	Tue Aug 18 2026
Commencement Date:	Mon Aug 31 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:	132
Droichead school:	Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

The Board of Management of Ceann Eitigh NS/Kinnitty NS invites applications for the position of School Secretary in our vibrant and welcoming school. This is a part-time, year-round position of 18.5 hours per week. The successful candidate will be required to work during school closure periods (e.g. Halloween, Easter and summer breaks), in addition to term time.

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 (SAGE), Online Revenue returns, etc., is desirable.

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.

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.

Applications must be submitted via email only to:
Chairperson of the Board of Management at vacancies@kinnittyns.ie
Please type Secretary Application in the subject box of the email application.

[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:	16802C
Apply To:	vacancies@kinnittyns.ie
County:	Offaly

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