

ADVERT ID 260410

Secretary

Scoil Niocláis

Scoil Nioclais Bellevue Rd, Frankfield Grange Cork T12HD86
<https://www.scoilnioclais.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sat Aug 8 2026
Application Closing Date: Sat Aug 22 2026
Commencement Date: Mon Sep 7 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 52
Current Enrolment: 779
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 Scoil Niocláis Frankfield is seeking to recruit a school secretary on a 12 hour per week basis commencing on 7th September 2026. it is anticipated that the duties will be undertaken over two days per week from 8.30am to 2.30pm in the school premises. The position will be filled on a permanent basis under the terms of Circular Letter 36/2022 and subsequent relevant circulars.

The duties associated with this post will be primarily to provide Bookkeeping and other associated support to school management and to the Board of Management Treasurer.

This finance and bookkeeping function will include , but shall not limited to the following duties: Bank reconciliations, lodgments and payments , invoicing , purchase order system, Revenue and payroll matters, assisting in preparation of accounts and completion of FSSU templates in conjunction with the Treasurer, Principal/ Deputy Principal and the school Auditors / Accountants and general financial record keeping.

Letters of application by email only to principal@scoilnioclais.ie by 12 noon on Aug 22nd 2026.

Please do not email your application to the school email account.

Appointment will be subject to Garda Vetting clearance, satisfactory Occupational Health report, the terms of circular 36/ 2022 and verification of references.

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.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20106E
Apply To: Scoil Nioclais
Bellevue Rd, Frankfield
Grange
Cork
T12HD86
scoilnioclaisfrankfield@gmail.com
County: Cork
Website: <https://www.scoilnioclais.ie>

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