

ADVERT ID 260776

## Secretary

### Ballyragget National School

Kilkenny Road Ballyragget R95 KR86  
<https://www.ballyraggetns.com>

#### MAIN DETAILS

|                           |                 |
|---------------------------|-----------------|
| Status:                   | Active          |
| Level:                    | Primary         |
| Date Posted:              | Thu Aug 13 2026 |
| Application Closing Date: | Thu Aug 20 2026 |
| Commencement Date:        | Wed Aug 26 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: | 11             |
| Current Enrolment:           | 165            |
| 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:

This advertisement is for a Temporary substitute position to cover a period of leave. The end date is currently unknown and will depend on the duration of the post-holder's absence. This position is for 26 hours per week.

The Board of Management invites applications for the position of Temporary Substitute School Secretary.

The School Secretary is an integral part of the school community and will work closely with the Principal in managing the day-to-day administration of the school office in a welcoming, professional and discreet manner.

The successful candidate should have:

Excellent administrative, organisational, interpersonal and communication skills.

Strong IT skills, including word processing, spreadsheets and email.

Experience in office administration/management.

The ability to work independently, use initiative and work effectively as part of a team.

A clear understanding of GDPR and Data Protection requirements.

A high level of reliability, discretion and confidentiality.

Previous experience in a school office and knowledge of Aladdin, POD, OLCS/Esinet and FSSU templates would be advantageous but is not essential.

Key duties will include:

Managing the day-to-day administration of the school office and acting as a first point of contact for parents, staff and visitors.

Managing correspondence, school databases, electronic filing and records.

Assisting with school accounts, invoices, payments and FSSU requirements.

Maintaining staff leave records and assisting with substitute cover administration.

Liaising with the Department of Education and other relevant agencies, suppliers and service providers.

Ordering school/office supplies and assisting with school trips, bookings and other administrative arrangements.

Carrying out other appropriate duties relevant to the role as assigned by the Principal or Board of Management.

The appointment is subject to Garda Vetting. The successful candidate will be required to undertake TUSLA Child Protection Training.

The position is subject to the relevant Department of Education terms and conditions for School Secretaries.

Applicants should submit a CV and a letter of application to [clairedunne@ballyraggetns.com](mailto:clairedunne@ballyraggetns.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
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

|                     |                                                                                  |
|---------------------|----------------------------------------------------------------------------------|
| <b>Roll Number:</b> | 20506U                                                                           |
| <b>Apply To:</b>    | <a href="mailto:clairedunne@ballyraggetns.com">clairedunne@ballyraggetns.com</a> |
| <b>County:</b>      | Kilkenny                                                                         |
| <b>Website:</b>     | <a href="https://www.ballyraggetns.com">https://www.ballyraggetns.com</a>        |

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