

ADVERT ID 260977

Secretary

Ruan Central NS

Ruan Ennis V95R206
<https://scoilmhuireruan.ie/>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Aug 20 2026
Application Closing Date: Fri Aug 28 2026
Commencement Date: Mon Sep 14 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 5
Current Enrolment: 75
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:

Position details
Contract: Permanent
Hours: 27.5 hours per week
Working schedule: 9am - 3pm
Place of Work: Scoil Mhuire Ruan

Probation: The appointment will be subject to a satisfactory six-month probationary period

The position will operate under the terms and conditions applicable to newly recruited school secretaries as determined by the Department of Education and Youth and the relevant Department salary circulars, as amended from time to time.

Salary will be paid in accordance with the applicable Department salary scale and recognition-of-service arrangements. Applicants should consult the relevant Department circulars for full details of salary, leave and other terms and conditions.

ROLE OVERVIEW

The School Secretary is a key member of the school team and is responsible for the efficient running of the school office, supporting school management, staff, pupils and parents/guardians in a professional and welcoming manner.

Duties will include, but are not limited to:

RECEPTION & COMMUNICATION

- ? Act as the first point of contact for the school office.
- ? Manage school reception and assist the principal and staff in managing school correspondence, communication by post, email, telephone and digital school platforms.
- ? Communicate effectively and professionally with parents/guardians, staff, pupils and visitors in person and by post, email, telephone and digital school platforms.
- ? Work in close co-operation with the principal, deputy principal, Board of Management and school staff.
- ? Assist the principal and deputy principal with daily administrative tasks, meeting requests and scheduling events.

FINANCIAL ADMINISTRATION

- ? Support the school Treasurer with school financial administration, including processing payments and maintaining all financial records, Financial Support Services Unit (FSSU) monthly reports and yearly school budget in line with FSSU and Department of Education guidelines and requirements.
- ? Enter and reconcile all payments on school accounting system and DE grant monies.
- ? Process payroll for ancillary staff.
- ? Complete school's Relevant Contracts Tax (RCT) requirements during maintenance and building works.
- ? Knowledge of VAT, RCT and payroll required.
- ? Competency in maintaining financial accounts is essential.

ADMINISTRATION & SYSTEMS

- ? Maintain and update school administrative systems, databases and filing systems to include Department of Education Online Claims System (OLCS), Pupil Online Database (POD), Payroll System and Aladdin Schools system.
- ? Maintain accurate records in line with General Data Protection Regulation (GDPR) and DE requirements.

GENERAL ADMINISTRATION

- ? General secretarial and administrative duties consistent with the role of school secretary.
- ? Provide administrative support to the principal, deputy principal, Board of Management and staff.
- ? Update, manage and store school records in compliance with GDPR and all other regulatory requirements.
- ? Maintain effective filing systems (electronic and paper-based).
- ? Maintain staff records (e.g. leave, substitutes, continuing professional development, contracts, appointment forms, vetting).
- ? Support substitute cover and payment processes and adhere to regulatory requirements.
- ? Attend meetings and events as required.

OPERATION & ORGANISATION

- ? Order and manage office supplies.
- ? Liaise with service providers, suppliers, school users, visitors and external agencies.
- ? Assist in organising transport and logistics for school activities.

COMPLIANCE & RESPONSIBILITIES

- ? Work in line with school policies and procedures; including Child Safeguarding, GDPR, Health & Safety and Confidentiality.
- ? Participate in required training (e.g. Child Protection/Tusla eLearning).
- ? Carry out other duties appropriate to the role as assigned by the principal, deputy principal and Board of Management.

This list is not exhaustive and may be subject to change.

ESSENTIAL SKILLS & COMPETENCIES

- ? Excellent interpersonal and organisational skills.
- ? Excellent communication skills (both verbal and written).
- ? Excellent IT skills.
- ? Excellent organisational, administrative and secretarial skills.
- ? Reliability, trustworthiness and strict adherence to confidentiality.
- ? Flexibility and adaptability to the needs of the school.
- ? Commitment to uphold the ethos of Scoil Mhuire Ruan.
- ? Knowledge of GDPR requirements.
- ? Ability to work on own initiative and as part of a team.
- ? Positive outlook and willingness to contribute to overall school development.
- ? Relate well to students.
- ? Ability to prioritise, multitask and work to strict deadlines.
- ? Willingness to upskill and engage in ongoing professional development.

DESIRABLE EXTRAS

- ? Previous experience working in office management and administration; experience within an educational setting is preferable.

? Experience of operating database platforms such as, or similar to, the Department of Education Online Claims System (OLCS), Pupil Online Database (POD), Aladdin Schools system, Payroll System (Brightpay).

APPOINTMENT REQUIREMENTS

? The appointment is subject to Garda Vetting and receipt of satisfactory professional references.

? It is a requirement to hold a valid Statutory Declaration and to complete a Form of Undertaking for this position.

? The successful candidate will be required to undertake Tusla Child Protection Training and other related training.

? The successful candidate will be expected to comply with all school policies and procedures.

[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:	19442N
Apply To:	Scoil Mhuire Dromore Ruan Ennis V95R206 principal@scoilmhuireruan.ie
County:	Clare
Website:	https://scoilmhuireruan.ie/

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.