

ADVERT ID 261274

Secretary

Stokane NS

Enniscrone Co.Sligo F26C970

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Aug 24 2026
Application Closing Date:	Mon Sep 7 2026
Commencement Date:	Mon Sep 28 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	3
Current Enrolment:	30
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of Stokane National School is seeking to recruit a school secretary on a 15 hour per week basis commencing on 28th September 2026.

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 be limited to the following duties:

Banking, 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.

Administration tasks and duties associated with, but not confined to the following will form part of the duties of the position:

*Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS/Esinet, POD and Payroll

*Administrative tasks associated with the management and administration of school accounts, FSSU templates, payments and providing ongoing support to the Board of Management Treasurer and Principal

*Managing school correspondence with the Department of Education, Revenue, FSSU, NCSE, NEPS and all other bodies in conjunction with the Principal and Deputy Principal

*Procurement of school and office supplies

*Liaising with representatives of service providers, suppliers, school users and visitors

*Booking buses and making necessary arrangements for school trips

Management of the office diary and bookings for the use of the school by outside parties

*Carrying out other appropriate duties relevant to the role of School Secretary, as assigned by the Principal or Board of Management

The successful candidate will need to have experience in office management and administration. They will be an integral part of the school community, and will manage the school office in a welcoming professional and discrete manner.
The successful candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations.

The successful candidate will also be required to undertake TUSLA Child Protection Training and related online training.

Please include at least 2 referees with your application.

This position is subject to a probationary period of 6 months. Induction training will be facilitated.

Please consult the Department of Education Circular 0009/2026 for rates of pay and holidays for school secretaries. The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of circular 0009/2026.

Following the completion of the selection process, the Board of Management may establish a panel of candidates deemed suitable for appointment. This panel may be used to fill any similar school-secretary vacancy that arises in Stokane NS during the 2026/2027 school year. Inclusion on the panel does not guarantee an offer of employment.

Applications should be submitted by email to stokanensapplications@gmail.com by the closing date.

Please enter "Application for School Secretary" in the subject line.

[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

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	14051T
Apply To:	Enniscrone Co.Sligo F26C970 stokanensapplications@gmail.com
County:	Sligo

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.