

ADVERT ID 262366

Secretary

Scoil Eoin

Baile an Chollaigh Corcaigh Ballincollig P31XW21
<https://WWW.scoileoinballincollig.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Sep 17 2026
Application Closing Date:	Mon Oct 5 2026
Commencement Date:	Mon Nov 2 2026
Status of Post:	Permanent
Number of Vacancies:	1
	This is a readvertisement

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Boys
School Patronage:	Catholic
Total No. of Teaching Staff:	25
Current Enrolment:	418
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:

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Additional Information:

Scoil Eoin, Ballincollig is seeking a full-time secretary for 37 hours per week to commence on 2 November 2026.

Probation: The appointment will be subject to a 6-month probationary period.

Employer: Board of Management, Scoil Eoin.

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, discreet and welcoming manner.

Duties will include, but are not limited to:

- Acting as the friendly and welcoming first point of contact for the school office.
- Managing school reception and assisting the principal and staff in managing school correspondence, communication by post, email, telephone and digital school platforms.
- Communicating effectively and professionally with parents/guardians, staff, pupils and visitors in

person and by post, email, telephone and digital school platforms.

- Working in close co-operation with the Principal, Board of Management and school staff.
- Assisting the Principal with daily administrative tasks, meeting requests and scheduling events.

Financial Administration:

- Support the School Treasurer and Accountant with school financial administration, including processing payments and maintaining all financial records in line with FSSU guidelines.
- Process payroll for school ancillary staff.
- Competency in maintaining financial accounts is essential.
- Banking including cash and cheque lodgements.

Administration and Systems:

- Maintain and update school administrative systems.
- General secretarial and administrative duties consistent with the role including a high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, PowerPoint, Google Docs, Drive, etc.) with an ability and willingness to master new applications.
- Provide administrative support to the 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).
- Attend meetings and events as required.

Operations and 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 and Responsibilities:

- Work in line with school policies and procedures, including Child Safeguarding, GDPR, Health and 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 and Board of Management.

This list is not exhaustive.

The appointment is subject to Garda Vetting.

The position will operate under the terms of the Department of Education Circulars. Salary is paid by the Department of Education and Youth at the first point of the scale in line with Circular Letter 0055/2025 unless the successful candidate can provide evidence to the Department of Education and Youth of recognised previous service as a School Secretary. Applicants are advised to consult Circular Letter 0007/2024 for details regarding leave entitlements.

Applicants must demonstrate a high level of proficiency in the English language, equivalent to that of a native English speaker, both orally and in writing. This requirement is essential for the effective performance of the duties associated with the position.

Applicants are invited to submit a cover letter and an up-to-date CV to positionsscoileoin@gmail.com on or before 5 October 2026.

Please note that applicants are required to provide a minimum of three referees. The names, positions/roles, and contact numbers of all three referees must be included in your CV.

Re-advertisement Notice: This position is being re-advertised. Applicants who have previously submitted an application are not required to reapply, as their applications will be considered for the position.

[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: 17754W
Apply To: positionsscoileoin@gmail.com
County: Cork
Website: <https://WWW.scoileoinballincollig.ie>

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