

ADVERT ID 262371

Secretary

Garrafrauns Central School

Garrafrauns Garrafrauns Dunmore
<https://www.garrafraunsns.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Sep 17 2026
Application Closing Date: Thu Oct 1 2026
Commencement Date: Mon Oct 12 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: 6
Current Enrolment: 95
Droichead school: Yes

POST DETAILS

Additional Information:

Garrafrauns National School invites applications for the position of School Secretary. Interviews will be held on Thursday 8th October. This is a part time permanent position of 10 hours per week. Salary and conditions of employment are aligned with Department of Education Circular 36/2022 and Circular 78/2024. Scale point placement is subject to verified prior school secretarial service. Appointment is subject to a 6-month probationary period, satisfactory Garda Vetting clearance and mandatory Tusla Child Protection training.

Key Requirements & Competencies

1. Communication & Discretion: Excellent verbal and written communication skills with absolute discretion, integrity and strict adherence to confidentiality, GDPR, Data Protection and Child Safeguarding standards.
2. Personal Attributes: Strong organisational skills, attention to detail, ability to work on own initiative, prioritise under pressure and work collaboratively with school leadership.
3. Administrative Experience: Proven experience in office management, electronic filing, record maintenance and daily administrative operations.
4. Financial Administration: Strong proficiency in basic bookkeeping, managing payroll, online banking/payment systems and maintaining FSSU-compliant financial accounts.
5. ICT Proficiency: High competence in Microsoft Office (Word, Excel) and Google Workspace. Practical experience with school software (Aladdin, POD, OLCS and Tusla returns) is highly desirable.

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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19391W
Apply To: "Secretary Position"
Chairperson
Garrafrauns NS
Garrafrauns
Dunmore
Co Galway
County: Galway
Website: <https://www.garrafraunsns.com>

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