

ADVERT ID 262547

Secretary

Tramore ETNS

Tramore ETNS, Pond Road Tramore Waterford X91 KW50
<https://www.tramoreetns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Sep 22 2026
Application Closing Date: Tue Sep 29 2026
Commencement Date: Mon Oct 12 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 14
Current Enrolment: 184
Droichead school: Yes

POST DETAILS

Additional Information:

The ideal candidate should have:

Secretarial experience in a busy office environment /secretarial experience working in a child centred environment.

Excellent administrative, ICT and organisational skills.

Excellent interpersonal skills, including oral and written communication skills.

Competency in maintaining financial accounts, online payment systems and monthly financial reports.

Familiarity with online school systems (Aladdin, POD, OLCS) is desirable.

Knowledge of GDPR and Child Protection procedures is desirable.

The ability to work on own initiative and show flexibility consistent with the nature of the job.

Applications by email only.

[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: 20446F
Apply To: tramoreetrecruitment@gmail.com
County: Waterford
Website: <https://www.tramoreetns.ie>
Further Information: <https://www.tramoreetns.ie>

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