ADVERT ID 263603

Secretary

St Michael's National School

Woodbrook Carrick-on-Shannon N41XD40
https://www.woodbrookns.ie

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Oct 27 2026
Application Closing Date:	Tue Nov 10 2026
Commencement Date:	Tue Jan 5 2027
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Patronage:	Catholic
Total No. of Teaching Staff:	3
Current Enrolment:	25
Droichead school:	Yes

POST DETAILS

Additional Information:
Scoil Naisiunta Mhichil Naofa,Woodbrook is seeking an enthuastic,hardworking Primary School Secretary who is competent and experienced in Office Administration.
This position is for 12 hours a week.
The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual leave arrangements for School Secretaries.
The successful candidate will have:
1.Excellent organisational,interpersonal,oral and written communication skills.
2.Administrative skills to support the management of school finances,correspondance and communications.
3.Proficiency in Microsoft Office and Google Drive.
4.Ability to plan and work on ones own initiative along with the ability to work in a team environment with the Principal and other school staff.
5.A high level of confidentiality and discretion is expected.

The successful candidate will undertake duties and have responsibilities pertaining to the role as decided by the Principal and/or the Board of Management which includes but are not limited to:
Managing schools communications,phone,email,Aladdin(School Database Platform),Department of Education Databases-The Online Claims System(OLCS)and Primary Online Database(POD),Postage/Banking etc.
Updating,managing and storing school records in compliance with GDPR.
General school administration and office management.
Procurement of resources for identified areas of the school.
Assisting with the organisation of school events and activities.

This appointment is subject to Garda Vetting,completion of Medmark medical clearance.The successful candidate will be required to undertake Tusla child protection training.

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.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	05220P
Apply To:	Woodbrook Carrick-on-Shannon N41XD40 woodbrookns@gmail.com
County:	Roscommon
Website:	https://www.woodbrookns.ie

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