ADVERT ID 263756

Secretary

SN Mhuire na mBraithre

John Street, Carrick on Suir E32X920
https://www.cbsprimcarrickonsuir.ie

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Nov 3 2026
Application Closing Date:	Thu Nov 12 2026
Commencement Date:	Mon Nov 23 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Senior School
Gender:	Boys
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	10
Current Enrolment:	124
Droichead school:	Yes

POST DETAILS

Additional Information:
The Board of Management of SN Mhuire na mBraithre invites applications for the position of part-time School Secretary. The post is currently 20 hours per week.

- Salary and annual leave are in line with Circular Letter 0061/2026, Revision of Salaries and Annual Leave Arrangements for School Secretaries.
- Appointment will be on the first point of the scale, unless the candidate has previous experience as a School Secretary. The post is subject to a 6-month probationary period.
-The appointment is subject to satisfactory Garda Vetting. The successful candidate will also be required to complete Tusla Child Safeguarding training.

The School Secretary is an integral part of our school community. Working closely with the Principal and Deputy Principal, they manage the school office in a welcoming, professional and discreet manner.

Essential Personal Qualities
- Excellent interpersonal skills
- Ability to work on own initiative and as part of a team
- Ability to multitask, prioritise, work under pressure and meet deadlines
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexibility and adaptability to the needs of the school

Responsibilities include, but are not limited to:
- General secretarial and administrative duties as assigned by the Principal and/or Deputy Principal Working in close co-operation with the Principal or Deputy Principal.
- Dealing with parents, staff, pupils and visitors courteously and professionally, in person, by

phone and by email.
- Organising, maintaining and updating school databases and filing systems, including Aladdin, the Online Claims System (OLCS), the Primary Online Database (POD) and FSSU Files.
- Maintaining financial accounts and preparing monthly financial reports
- Managing school correspondence professionally and confidentially
- Maintaining school and office supplies and operating office equipment (photocopier, laminator, etc.)
- Maintaining and filing all documentation
- Liaising with service providers, suppliers and visitors
- Assisting with school events and activities, such as booking courses, school activities and buses.
- Coordinating internal communication (post, phone messages, email, etc.)
- Complying with school policies and procedures - Child Safeguarding, Health and Safety, and GDPR/Data Protection, and reporting any concerns to the appropriate person.
- Other duties as allocated by the Principal

Please send the following to Part-Time School Secretary to cbsvacancies@gmail.com
applications will close at 12.00 noon on 12/11/2026

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:	16725K
Apply To:	cbsvacancies@gmail.com
County:	Tipperary
Website:	https://www.cbsprimcarrickonsuir.ie

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