ADVERT ID 263981

Secretary

St. Colmcille's N.S.

St. Colmcille N.S. Co. Longford Aughnacliffe N39 CD60

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Nov 10 2026
Application Closing Date:	Wed Nov 25 2026
Commencement Date:	Thu Jan 7 2027
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	11
Current Enrolment:	151
Droichead school:	Yes

POST DETAILS

Additional Information:

St Colmcille' s National School invites applications for the position of school secretary. This is a Maternity leave position for 25 hours per week (5 hours per day) and is subject to the Department of Education Circular 36/2022: “Revision of Salaries and Annual Leave Arrangements for School Secretaries”. The entry level for this role is on the first point of the pay scale unless the successful candidate has previous experience working as a school secretary.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Children First Training.

Candidates should be reliable, flexible and willing to learn on the job.

The successful candidate will be an integral part of the school community working closely with the Principal, Deputy Principal, staff and BOM and will manage the school office in a welcoming, professional, discreet and discerning manner.

Essential skills and knowledge required:

• Reliability, trustworthiness and strict adherence to confidentiality in all areas of work
• Excellent interpersonal and communication skills (both oral and written)
• Administrative and secretarial skills, including very good typing skills
• Excellent organisational skills, ensuring excellence in record-keeping, filing (manually and electronically)
• Excellent ICT skills and attention to detail, including proficiency in Microsoft Office, word processing, Publisher, Excel, PowerPoint, Google Drive/Office 365 and other online applications and email
• Ability to ensure adherence to school procedures and policies

• A clear understanding and adherence to GDPR and Data Protection regulations
• Ability to prioritise and to multitask
• Ability to work and plan efficiently on their own initiative while working to deadlines
• Ability to work as part of a team
• Be flexible and adaptable to the needs of the school.
• Relate well to children
• Positive outlook and willingness to contribute to the overall school development
• Knowledge of operating and maintaining of online banking, accounts packages and payments systems
• Commitment to uphold the Catholic ethos of St. Colmcille's 's National School.
• Experience in a busy office environment and/or secretarial experience working in an educational environment is advantageous.

Responsibilities include but are not limited to:
• Working in close co-operation with the Principal, Deputy Principal, school staff and Chairperson BOM
• General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills and knowledge section
• Being the first point of contact for all visitors to the school and dealing with all visitors in a welcoming manner, while controlling access to the school building
• Communicating with parents, staff, pupils, visitors and BOM of the school in person, by phone, email or otherwise, in a courteous and professional manner
• To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection/GDPR and report any concerns to the appropriate person
• Meticulous organisation, maintenance and updating of school databases and filing systems (manual and electronic).Inputting financial information regarding BoM accounts..
Assisting the Principal and staff in managing school correspondence, including communication by post, email, and telephone being used with professionalism and confidentiality.
• Maintenance of office supplies and operation of all office machines/devices
• Ordering and maintaining of first aid supplies and bathroom and sanitary supplies for the school
• Maintenance of supplies for staff room
• Acceptance of, and signing off on, all deliveries to the school
• Maintenance and filing (including manual and electronic) of all documentation, including invoices and receipts, in line with GDPR
• Liaising with representatives of service providers:eg School meals scheme suppliers, school users, the Department of Education, outside agencies and visitors
• Liaising with school transport providers, when required
• Assisting with booking of school events and activities including booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings, interviews, etc.
• Attending meetings, events and training, as requested or required
• Being available to assist when interviews are taking place in the school, outside of school hours
• Carrying out other duties assigned by the Principal and related to the post of school secretary, including new initiatives and future developments of the school and/or Dept. of Education.

The above job description is not exhaustive. A willingness to learn new skills and systems will be required.

Shortlisting will apply, and those shortlisted will be called for interview.

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
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19296F
Apply To:	Chairperson at St. Colmcille N.S. Co. Longford Aughnacliffe N39 CD60 Email: cchairpersonccllle@gmail.com
County:	Longford

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