ADVERT ID 264113

Secretary

Gortletteragh Central

Gortletteragh Fornocht Cara Droma Ruisc N41 NY29
https://www.gortletteraghns.ie

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Nov 13 2026
Application Closing Date:	Fri Nov 27 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	4
Current Enrolment:	76
Droichead school:	No

POST DETAILS

Additional Information:
The Board of Management of Gortletteragh Central N.S. invites application for the position of part-time school secretarty. The post is currently 12 hours per week with the prospect of an additional 3 hours per week.

Salary & annual leave are in line with Circular 0036/2022, Revision of Salaries & 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, priortise, work under pressure and meet deadlines
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexibility and adaptaability 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
- 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 (computer, photocopies, laminator, etc.)
- Maintaining and filing all documentation
- Liasing with service providers, suppliers and visitors
- Assisting with school events and activities e.g. booking courses, school activities and buses
- Coordinating internal communication (post, phone messages, email, etc)
- Complying with school policies and procedures - Child Safeguarding, Health & Safety and GDPR/Data Protection, and reporting any concerns to the appropriate person.
- Other duties as allocated by the Principal

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 (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	15960P
Apply To:	recruitmentgortletteraghns@gmail.com
County:	Leitrim
Website:	https://www.gortletteraghns.ie

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