ADVERT ID 264193

Secretary

Scoil Chroí Ró Naofa (Ballymurn NS)

Ballymurn Enniscorthy Y21 PR60
https://www.ballymurnns.ie

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Nov 16 2026
Application Closing Date:	Fri Nov 27 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Permanent
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:	9
Current Enrolment:	114
Droichead school:	Yes

POST DETAILS

Additional Information:
Role Overview:

The School Secretary is a key member of the school team and is responsible for the efficient, professional, and discreet running of the school office. Operating within our child-centred and inclusive ethos, the secretary supports school management, staff, pupils, parents/guardians, and visitors in a collaborative and welcoming manner.

Key Duties and Responsibilities

1. Reception & Community Communication
Act as the friendly, inclusive, and welcoming first point of contact for all pupils, parents/guardians, staff, and visitors.
Manage daily school reception and correspondence via post, email, telephone, and digital communication platforms.
Work in close, democratic co-operation with the Principal, Deputy Principal, Board of Management, staff, and parent body.
Support school leadership with daily scheduling, meeting organisation, administrative tasks, and event logistics.

2. Financial Administration
Support the school Treasurer and accountant with financial administration in accordance with Financial Support Services Unit (FSSU) guidelines.
Process payments, maintain accurate accounts, process ancillary staff payroll, and handle banking lodgements (cash and cheques).
Assist with Relevant Contracts Tax (RCT) and VAT requirements during maintenance and building works.

3. Administrative Systems & Data Management
Maintain and update essential Department of Education databases: Online Claims System (OLCS), Pupil Online Database (POD), and Aladdin Schools system.
Manage electronic and physical filing systems in strict compliance with General Data Protection Regulation (GDPR) standards.

4. General Office & Operational Logistics
Execute secretarial duties with high proficiency in ICT (Microsoft Office, Google Workspace) and adaptability to master new platforms.
Maintain staff records (vetting, contracts, substitute cover, leave, and continuing professional development).
Order and manage classroom stationery, office, cleaning and first-aid supplies, book activities and events, organise activity transport, and liaise with suppliers and external agencies.
Act as the office point of contact for cleaning and caretaking staff.

5. Compliance & Safeguarding
Adhere strictly to all school policies, including Child Safeguarding, GDPR, Health & Safety, and Confidentiality.
Complete mandatory Tusla Child Protection eLearning and related ongoing professional development.
Carry out other appropriate duties assigned by the Principal, Deputy Principal, and Board of Management.
The above job description is not exhaustive. A willingness to learn new skills and systems will be required, and the successful candidate must be flexible to adapt to the needs of the school community.

Terms & Conditions of Employment
Hours & Scale: This is a part-time position of 22.5 hours per week, structured as per Department of Education Circulars 0055/2025 and 0007/2024. Salary operates under Department terms and is paid at the first point of the scale, unless previous recognised school secretary service is evidenced.

Appointment Requirements: Subject to satisfactory Garda Vetting, professional references, holding a valid Statutory Declaration and Form of Undertaking, and completion of Tusla Child Protection training.

***Please note that the start date above is approximate, as interview dates have not been confirmed yet, and Garda Vetting and Occupational Health screening which must take place before commencement may take time. ***

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:	05070W
Apply To:	Please apply by email to ballymurnapplications@gmail.com by 12pm on the closing date of Friday, November 27th.
County:	Wexford
Website:	https://www.ballymurnns.ie

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