ADVERT ID 264323

Secretary

SN Lathrach 2

Muff, Kingscourt A82 XD80
https://www.laraghmuffns.com

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Nov 19 2026
Application Closing Date:	Mon Nov 30 2026
Commencement Date:	Mon Dec 21 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	9
Current Enrolment:	132
Droichead school:	Yes

POST DETAILS

Additional Information:
SN Lathrach 2 is seeking a confident, enthusiastic, professional and versatile individual to join our team as our School Secretary. As the first point of contact for our school, the successful candidate will play a vital role in welcoming our community and supporting the smooth running of our daily operations. This position requires a high level of confidentiality, professionalism, flexibility and discretion. You will provide essential administrative support to the Principal and staff, ensuring an organised and welcoming environment for students, parents and visitors. Remuneration is on the first point of the scale, unless the candidate can provide evidence to the DEY of previous experience as a school secretary, in which case the rules set out in Circular Letter 0055/2025 may be applied. The position will operate under the terms of Department of Education circular 36/2022, circular 07/2024 and circular 10/2026 which are available online. Please refer to these circulars for leave entitlements, salary rates and further terms and conditions of employment. The initial contract is for 32.5 hours per week. The Employee will work from 9.00 am to 3.30 pm daily.

The Role:
Key Responsibilities:
-Database Management: Maintaining school systems including OLCS, POD, and Aladdin for schools.
-Managing supply teacher panel as we are base school.
-Submission of staff payroll to Department
-Front of House: Managing reception, answering telephone inquiries, and handling all email correspondence.
-Financial Administration: Assisting with school finances and accounts.
-Coordination: Assisting the Principal and staff with meeting requests, scheduling school events, and general correspondence.
-Operations: Maintaining office / school / facility supplies and liaising with service providers,

suppliers, organising buses for events/tours.
-Managing and organising the schoolbook scheme on a yearly basis.
-Assisting teachers / the school at school events.
-Providing returns to the Department and Tusla as required.
This list is not exhaustive.

Key Skills & Requirements:
-We are looking for a proactive team player who can work efficiently on their own initiative.
-Communication: Excellent interpersonal and organisational skills, with high proficiency in both written and verbal communication.
-Technical Savvy: Advanced IT skills, specifically in Microsoft Office, Excel.
-Efficiency: The ability to plan ahead and show flexibility in a fast-paced environment.
-Teamwork: A proven ability to work collaboratively within a dedicated school staff.
- Confidential: Discretion and being approachable at all times are key components of this role.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

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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:	14211P
Apply To:	Roll Number: 14211P Apply To: laragh2nsapplications@gmail.com County: Cavan Enquiries To: laragh2nsapplications@gmail.com Website: https://www.laraghmuffns.com
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