

ADVERT ID 229514

## Secretary / Administrator

### St Mary's CBS The Green

Dan Spring Rd., Tralee, V92EA09  
<https://www.thegreen.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Feb 4 2025 14:59:48  
**Application Closing Date:** Fri Feb 14 2025  
**Commencement Date:** Mon Apr 14 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 805  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of CBS The Green Tralee invites applications for the position of School Secretary.

This role is 37 hours per week

##### Position Overview:

The School Secretary is an integral part of the school community, working closely with the school principal and ensuring the efficient day-to-day running of the school office. The role involves managing communication, records, and office systems while maintaining confidentiality and professionalism at all times. The secretary serves as a key point of contact for parents, students, staff, and external agencies, assisting with the overall administration of the school.

##### Key Responsibilities:

###### 1. Administrative support

Work in the main office and take on all admin work as deemed necessary to meet the emerging school administrative needs.

Act as the first point of contact for visitors, parents, students and community.

Manage incoming and outgoing phone calls, emails and post.

Provide administrative and secretarial assistance to the Senior Management and other staff members as required.

Organise meetings, appointments, and events for school management.

Maintain and update student records, including personal details, medical details, attendance, and other school-related documentation.

Ensure that student data is accurate and in compliance with data protection regulations (GDPR).

Maintain confidentiality regarding all aspects of the school operations, staff and student information.

Prepare, format, and distribute correspondence, reports and other documents as needed.

Handle general office tasks such as filing, photocopying, and managing office supplies.

Perform other duties as assigned by the school management to support overall functioning of the

school.

## 2. Financial administration

Desirable (but not essential) to have knowledge and experience in Sage Accounting system, PPOD and Esinet.

Complete financial tasks such as maintaining records of payments, managing school fees, liaising with accounts for invoicing and completing financial reports.

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### Qualifications and Requirements:

The successful candidate should have:

Leaving certificate (or equivalent) qualification.

Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Edge).

Strong organisational, multitasking, and time management skills.

Excellent communication skills (both verbal and written).

Ability to work effectively as part of a team.

Previous administrative experience in a school or similar setting is an advantage.

Knowledge of data protection regulations (GDPR) and the ability to maintain confidentiality.

A commitment to uphold the ethos of CBS The Green.

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### Terms and Conditions

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

Contract type: Permanent

Working hours: 37 hours per week, over five days, with occasional flexibility required during school events

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### Application Process

Interested candidates should submit their CV, along with a cover letter outlining their qualifications and experience include the provision of referee contact details by email to [principal@thegreen.ie](mailto:principal@thegreen.ie). Shortlisting will apply.

The appointment is subject to sanction by the Department of Education, satisfactory Garda Vetting and Medmark approval. The successful candidate will also be required to undertake TUSLA Child Protection Training. This position is subject to a probationary period. Handover and induction training will be facilitated.

### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- CV (Digital)

### Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 61440W  
**Apply To:** Dan Spring Rd.,  
Tralee,  
V92EA09  
**County:** Kerry  
**Enquiries To:** [principal@thegreen.ie](mailto:principal@thegreen.ie)  
**Website:** <https://www.thegreen.ie>  
**Further Information:** <https://www.thegreen.ie/news/job-vacancy-school-secretary>

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