

ADVERT ID 230000

## Secretary

### Scoil Naomh Fiachra

Clontubrid Freshford R95TX40  
<https://www.clontubrid.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Feb 26 2025  
**Application Closing Date:** Wed Mar 19 2025  
**Commencement Date:** Wed Apr 30 2025  
**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:** 47  
**Droichead school:** No

#### POST DETAILS

**Additional Information:**

Scoil Naomh Fiachra, Clontubrid, Co. Kilkenny is seeking an enthusiastic, hard-working Primary School Secretary.

Part-Time: 5 hours per week.

The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024. The entry level for this role is on the first point of the pay scale unless the candidate has previous work experience as a School Secretary.

The position is subject to 6 months probationary period and satisfactory Garda Vetting.

The successful candidate will have:

Excellent organisational, interpersonal, oral and written communication skills.  
Administrative skills to support the management of school finances, correspondence and communications.

Proficiency in Microsoft Office.

Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff.

A high level of Confidentiality and Discretion is expected.

Key Duties and Responsibilities include but are not limited to the following:

Act as the first point of contact for visitors to the school.  
Managing school communications: phone, email, school website, Department of Education Databases, preparation of school accounts/payroll and tax returns, The Online Claims System (OLCS) and Primary Online Database, postage, banking etc.  
Updating , managing and storing school records in compliance with GDPR.  
General school administration and office management.  
Assisting with the organisation of school events and activities.

Applications should be submitted by post only before 3pm on Wednesday 19th March 2025.  
Envelopes should be clearly marked, 'School Secretary Application'

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16865D  
**Apply To:** Chairperson of Board of Management  
Scoil Naomh Fiachra  
Clontubrid  
Freshford  
Co. Kilkenny  
R95TX40  
**County:** Kilkenny  
**Enquiries To:** [clontubridns@gmail.com](mailto:clontubridns@gmail.com)  
**Website:** <https://www.clontubrid.ie>

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