

ADVERT ID 230083

Secretary / Administrator

Patrician High School

Rockdaniel Road Carrickmacross A81X256
<https://www.patricianhighschool.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Mar 3 2025
Application Closing Date: Wed Mar 19 2025
Commencement Date: Mon May 26 2025
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Current Enrolment: 410
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of the Patrician High School, Carrickmacross invites applications for the position of school Secretary/ Administrator.

This is a full-time position, 37 hours per week. Contract commencing on the 26th May. Training for the successful candidate will commence on the 7th April with a number of weeks handover work assisted by the current outgoing secretary.

Applications should be made to the principal of the school via email only to principal@patricianhighschool.ie.

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

The successful candidate will be employed by the Board of Management and will work as a member of the in-school 'Administration Team', in a collaborative and welcoming atmosphere. The Secretary will need to understand the school, its Mission Statement, Catholic ethos and the school's connections within the wider parish community.

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 and Circulars 007/2024 & 0078/2024. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary. The Department of Education (DE) may consider work experience completed in other relevant sectors.

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.

Contract type: Full Time

Working hours: 08:15 – 16:40, Mondays to Friday with occasional flexibility required during school events.

[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:	64750G
Apply To:	Rockdaniel Road Carrickmacross A81X256
County:	Monaghan
Enquiries To:	principal@patricianhighschool.ie
Website:	https://www.patricianhighschool.ie

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