

ADVERT ID 233605

## Secretary

### Scoil Cholmain Naofa

Bellview Delvin Road Mullingar N91DX74  
<https://www.stcolmansns.com>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Tue May 6 2025 11:38:10  
**Application Closing Date:** Tue May 20 2025  
**Commencement Date:** Mon Sep 1 2025  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 2  
**Total No. of Teaching Staff:** 27  
**Current Enrolment:** 469  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

This is a fixed term position for one year on a job share basis with another person. Working hours are 8:30am - 4pm although flexibility will be required from time to time during busy periods or whole school events.

Applicants would ideally have:

Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.

Knowledge of online school databases (e.g., Aladdin, POD & OLCS systems).

Excellent office, administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.

Excellent interpersonal skills, including oral and written communication skills.

Competency in maintaining financial accounts, online payment systems, and monthly financial reports.

A high level of proficiency in ICT and the use of Google Drive and other online applications.

Knowledge of GDPR & Data Protection requirements.

Ability to work on one's own initiative and the ability to work in a team environment.

The above job description is not exhaustive. A willingness to learn new skills and systems will be required.

#### APPLICATION REQUIREMENTS

- 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:** 19650U  
**Apply To:** Chairperson of the Board of Management  
St. Colman's NS  
Bellview  
Delvin Road  
Mullingar  
N91DX74  
**County:** Westmeath  
**Enquiries To:** [reception@stcolmansns.com](mailto:reception@stcolmansns.com)  
**Website:** <https://www.stcolmansns.com>

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