

ADVERT ID 234245

Secretary

St Conaires

Tullyvarraga Road Shannon V14 X272
<https://www.conaires.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue May 13 2025
Application Closing Date: Thu May 29 2025
Commencement Date: Mon Sep 1 2025
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 27
Current Enrolment: 358
Droichead school: Yes

POST DETAILS

Additional Information:

This is a fixed-term post for one year on a job share basis with another person on a week on/week off basis initially. Flexibility is required from time to time during busy periods. Successful applicant must be available for training prior to starting.

Applicants would ideally have secretarial/administrative experience in an educational environment or similar.

Knowledge and understanding of online school databases (such as Aladdin, POD and OLCS/Esinet systems)

Excellent office, organisational and administrative skills

Strong record keeping abilities

Excellent interpersonal skills, including written and oral communication skills

Demonstrated ability to work as part of a busy and dynamic team

Strong commitment to confidentiality and understanding of GDPR and Data Protection

Experience of managing money and accounts

Experience of managing a busy office

Ability to work closely with direct manager and leadership group

Ability to work on own initiative

Willingness to acquire new skills

The above list is non-exhaustive.

The appointment is subject to Garda vetting and the successful candidate is required to undertake Tusla Child Protection training. Final appointment is subject to 4 months' probation and sanction by the Department of Education. Shortlisting will apply.

Please mark envelope with "School Secretary Vacancy"

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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19274S
Apply To: Recruitment Selection Board
St. Conaire's NS
Tullyvarraga Road
Shannon
V14 X272
County: Clare
Enquiries To: conaires@gmail.com
Website: <https://www.conaires.ie>

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