

ADVERT ID 234671

## Secretary

### St Theresas NS

Swinford Road Kilkelly F35P650  
<https://www.kilkellyns.scoilnet.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Fri May 16 2025 13:41:03  
**Application Closing Date:** Fri May 30 2025  
**Commencement Date:** Tue Aug 26 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS Rural  
**Total No. of Teaching Staff:** 4  
**Current Enrolment:** 52  
**Droichead school:** No

#### POST DETAILS

##### Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

##### Additional Information:

Shared Secretary Position

This is a part-time position of 25 hours per week. 15 hours will be in Kilmovee NS and 10 hours will be in Kilkelly NS. This position is for 52 weeks of the year and holidays must be taken during school closures. The candidate will hold a separate contract in both schools. This position will be subject to the terms and conditions of DES Circular 0036/22. The position is subject to a 6 months probationary period in each school. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The appointment will be subject to Garda Vetting.

The agreed general working pattern for the position will be every Monday and Wednesday and Friday in Kilmovee NS and every Tuesday and Thursday in Kilkelly NS. This arrangement is subject to change based on the discretion of management and schools' requirements.

The eircode for Kilkelly NS is F35P650

The eircode for Kilmovee NS is F45 R650

##### Essential Personal Qualities

- Demonstrate an ability to multi-task, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexible and adaptable to the needs of both schools and open to new skills/challenges
- Positive outlook, ability to work on own initiative and willingness to contribute to overall school development

Responsibilities include but not limited to:

- General secretarial duties consistent with the role of a School Secretary i.e. office management,

procurement, organisation of school event e.g. booking venues/buses, liaising with providers and suppliers

- Carrying out administrative duties assigned by the Principal and Deputy Principal.
  - Working closely with the Principal, staff and parents in a professional manner
  - Maintaining financial records and managing on-line payments
  - Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD). Training provided as necessary
  - Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection
- Essential Skills and Experience:
- Administrative skills and experience of working in a busy office environment
  - Proficiency in email, Google applications, Microsoft applications to include excel and good typing skills
  - Familiarity of booking keeping and online payments to manage school finances
  - Good record-keeping and knowledge of school applications e.g. Aladdin, OLCS and POD (Training provided where applicable)
  - Excellent interpersonal skills, including oral and written communication skills

Closing date for applications will be 5pm on 30th May at 17:00. Late applications will not be considered for short listing.

Postal applications only

This position is advertised on Educationposts.ie for both schools. Candidates must apply to the address listed below. One application will suffice.

#### APPLICATION REQUIREMENTS

- 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:** 18145C  
**Apply To:** Chairperson,  
Kilmovee NS and Kilkelly NS,  
The Presbytery  
Kilmovee,  
Ballaghaderreen  
County Mayo  
F45 WV97  
**County:** Mayo  
**Enquiries To:** [kilkellyns@gmail.com](mailto:kilkellyns@gmail.com)  
**Website:** <https://www.kilkellyns.scoilnet.ie>

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