

ADVERT ID 235505

## Secretary

### St James NS

Clashadoo Durrus Bantry P75C429  
<https://stjamesdurrus.scoilnet.ie/blog/home/>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Wed May 28 2025  
**Application Closing Date:** Wed Jun 11 2025  
**Commencement Date:** Wed Aug 27 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Church of Ireland  
**Total No. of Teaching Staff:** 3  
**Current Enrolment:** 17  
**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:

Position Details:

Initial Hours: 12 hours per week initially.

##### Role Overview

The School Secretary is an integral part of the school community, working closely with the school principal. The role requires managing the office in a welcoming, professional, and efficient manner.

##### Essential Qualities and Experience:

Discreet and trustworthy  
Experience within an educational setting is desirable but not essential

##### Key Responsibilities (Please note, this is not an exhaustive list):

Serve as a warm and welcoming presence at the front office  
Work closely with and support the Principal  
Exhibit a positive attitude towards learning and growth  
Demonstrate the ability to work on own initiative  
Communicate fluently in English, both orally and in writing, with the wider school community  
Be highly organized with great attention to detail

Proficient in Google Apps (e.g., Google Drive, Google Docs)  
Proficient in Microsoft Office, including Excel  
Familiarity with basic accounting and financial management, or an aptitude for learning about these skills  
Flexible and adaptable to the needs of the school  
Carry out administrative duties assigned by the Principal  
Maintain records of staff leave and support the substitute cover process  
Organize and maintain school database systems such as Aladdin, Online Claims System (OLCS), and Pupil Online Data (POD). Training will be provided as necessary.  
Ensure awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, and GDPR/Data Protection

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17050J  
**Apply To:** [applicationstjamesdurrus@gmail.com](mailto:applicationstjamesdurrus@gmail.com)  
**County:** Cork  
**Enquiries To:** [stjamesns@gmail.com](mailto:stjamesns@gmail.com)  
**Website:** <https://stjamesdurrus.scoilnet.ie/blog/home/>

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