

ADVERT ID 235632

## Secretary

### Kilcolman NS

Kilcolman Enniskeane P47X526  
<https://kilcolmannationalschool.com>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Thu May 29 2025  
**Application Closing Date:** Thu Jun 12 2025  
**Commencement Date:** Mon Sep 1 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 3  
**Current Enrolment:** 45  
**Droichead school:** No

#### POST DETAILS

**Additional Information:**

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.

The Board of Management of Kilcolman National School invites applications for the position of school secretary. This is a position working 10 hours per week.

Applications should be made to the Chairperson of the Board of Management by post ONLY to:

The Chairperson of the BOM,  
Kilcolman NS,  
Kilcolman,  
Enniskeane,  
Co.Cork  
P47 X526

Please clearly state "SECRETARY APPLICATION" on the envelope.

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 and Skills (DES) may consider work experience completed in other relevant sectors.

The school secretary is an integral part of the school community, working closely with the school Principal. He/She will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an

educational setting is desirable but not essential.

The successful candidate will have/demonstrate:

- Excellent interpersonal and communication skills, both oral and written.
- Strong organisational skills and excellent attention to detail.
- Reliability, trustworthiness and strict adherence to confidentiality
- Knowledge of GDPR & Data Protection Requirements
- Flexibility and adaptability to the needs of the school
- Commitment to uphold the Catholic ethos of the school
- Ability to work efficiently on own initiative

It would be highly desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following: Online Claims System (OLCS), Pupil Online Database (POD), Aladdin, School Accounting, FSSU accounting templates, Microsoft Office

Key Duties & Responsibilities:

Responsibilities include but are not limited to:

- Working in close co-operation with the Principal and School Staff
- Carrying out other duties assigned by the Principal and related to the post of school secretary
- Being the first point of contact for all visitors to the school and dealing with parents, pupils, visitors etc., in a welcoming manner.
- Communicating with parents, staff, pupils and visitors in person, by the phone and by email in a courteous and professional manner
- General secretarial and administrative duties consistent with the role of school secretary
- Liaising with representatives of service providers, suppliers and school users and visitors
- Managing school correspondence with professionalism and confidentiality
- Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS, POD, Revenue and payroll systems
- Maintaining records of school finances including cash collections, bank payments, and entering and reconciling payments on school accounting system
- Maintenance and filing of all invoices and documentation
- Maintenance of records of staff leave and supporting substitute cover process
- Maintenance of the school and office supplies and operating all office machines (photocopier, printer, intercom)
- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments
- Liaising with the BOM Chairperson, Treasurer & representatives of our Parent's Council
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements
- Attendance at meetings and events as required
- Willingness and eagerness to upskill where necessary

The above job description is not exhaustive. Shortlisting will apply, and those shortlisted will be called for an interview. This position is subject to a 12-month probationary period. Induction training will be facilitated.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

A minimum of two referees – one character and one workplace referee are required and will only be contacted at the final stage of recruitment.

## 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:** 16259H  
**Apply To:** The Chairperson of the BOM  
Kilcolman NS  
Kilcolman  
Enniskeane  
P47X526  
**County:** Cork  
**Enquiries To:** [kilcolmanns@gmail.com](mailto:kilcolmanns@gmail.com)  
**Website:** <https://kilcolmannationalschool.com>

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