

ADVERT ID 237915

## Secretary

### St Joseph's NS

Halverstown Kilcullen R56 W950  
<https://www.halverstownschoole.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Tue Jun 10 2025  
**Application Closing Date:** Fri Jun 20 2025  
**Commencement Date:** Mon Aug 25 2025  
**Status of Post:** Part-Time  
**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:** 8  
**Current Enrolment:** 49  
**Droichead school:** Yes

#### 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:

- \* The School Secretary is an integral member of St Joseph's NS school community.
- \* The successful candidate will join a vibrant school team which includes 7 teachers, 8 SNAs, school caretaker, school cleaner, deputy principal, principal and 4 bus escorts.
- \* This is a part time position of 12 hours per week, subject to the terms of Circular 36/2022.
- \* Administration experience is a requirement for application (not necessarily in a school environment).

##### Skills/Knowledge

- \* A high level of confidentiality, professionalism and discretion at all times.
- \* Excellent interpersonal and communication skills (both oral and written).
- \* Excellent organisational skills
- \* IT skills - MS Office, Typing, Email
- \* Familiarity with/willingness to become familiar with the FSSU's financial advice for school.
- \* Ability to use own initiative, to work independently and as part of a team.
- \* Ability to relate well to all members of the school community - children, staff and parents.
- \* Positive outlook and willingness to contribute to the overall school development.
- \* Flexibility and adaptability to meet the needs of the school.

##### Duties and Responsibilities

Duties will be determined following appointment and may include (and are not limited to) the following:

- \* Engaging with parents, staff, pupils, visitors and substitutes in person and by phone-email in a

courteous and professional manner.

\* Maintaining stocks of office stationery and school supplies and place school orders, as required.

\* Organising, maintaining and updating school data management and filing systems. These may include Aladdin, the Online Claims System (OLCS) and Pupil Online Database (P@OD).

\* Assisting with managing and maintaining money collections and financial records.

\* Managing and maintaining school correspondence with professionalism and confidentiality.

\* Liaising with representatives of service providers, suppliers and visitors.

\* Booking courses, venues and transport and making necessary arrangements for school trips etc.

Complying with school policies and procedures particularly in relation to Child Safeguarding, Health and Safety and GDPR/Data Protection.

\* Carrying out secretarial and administrative duties assigned by the Principal and Deputy Principal.

Only candidates shortlisted for interview will receive further email communication.

To apply, please email a current CV and letter of application to [halverstownschool@gmail.com](mailto:halverstownschool@gmail.com) before 3pm on 20/6/2025. Interviews will take place during the week of 23-27 of June.

Appointment

\* The appointment is subject to satisfactory Garda Vetting

\* The successful candidate will be required to undertake TUSLA child protection training.

\* The probationary period for this post is the first year.

## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Roll Number:** 18378C

**Apply To:** Halverstown  
Kilcullen  
R56 W950

**County:** Kildare

**Enquiries To:** [halverstownschool@gmail.com](mailto:halverstownschool@gmail.com)

**Website:** <https://www.halverstownschool.ie>

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