

ADVERT ID 238036

## Secretary

### Achonry National School

Achonry N.S. Achonry, Tubbercurry, County Sligo Sligo Sligo F91 WF65

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Wed Jun 11 2025  
**Application Closing Date:** Wed Jun 25 2025  
**Commencement Date:** Thu Aug 28 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:** 6  
**Current Enrolment:** 86  
**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:

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The Board of Management of Achonry N.S. invites applications for the position of Secretary , currently 18 hours per week (this is subject to change)

Responsibilities include but are not limited to:

Operating a busy office environment

Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies

Excellent interpersonal skills, including oral and written communication skills

A high level of proficiency in I.T. and in the use of Microsoft Office

Organising, maintaining and updating school databases and filing systems such as Aladdin, Pupil Online Database (POD), Financial Support Services Unit (FSSU) as well as a knowledge of GDPR and Data Protection Requirements (relevant experience more favourable)

Liaising with representatives of all service providers, suppliers and visitors

Collating of monthly invoices , liaising with staff, principal, Chairperson, Treasurer and the relevant accountant

The ability to assist the principal with the daily administration tasks, meeting requests, scheduling events, managing school correspondence, postage etc

Updating, managing and storing school records in compliance with GDPR

Assisting with the organisation of school events and activities

Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job

Maintenance of the school and office supplies and operating all office machines

A commitment to maintaining confidentiality and discretion  
Willingness to up skill where and when necessary  
Respecting the Catholic ethos of the school at all times

Previous experience as a school secretary would be most favourable.  
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child protection training.

The position will be subject to the terms of DES Circular 36/2022. The entry-level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.

The position is subject to a Six Month Probationary Period.

To apply for the position, send a CV and letter of application by post for the attention of ' Fr. Peter Gallagher, The Chairperson of Achonry National School, Parochial House, Lavagh, Ballymote Co. Sligo.

Please mark Application Envelope as : APPLICATION S

Late / Incomplete Applications will NOT be considered.

#### 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:** 04487E

**Apply To:** For The Attention of :  
Fr. Peter Gallagher,  
The Chairperson of Achonry National School,  
Parochial House,  
Lavagh, Ballymote,  
Co. Sligo.

**County:** Sligo

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