

ADVERT ID 238216

Secretary

Ballinagore NS

Ballinagore Kilbeggan N91 XF57

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Jun 11 2025
Application Closing Date:	Wed Jun 25 2025
Commencement Date:	Tue Aug 26 2025
Status of Post:	Permanent
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:	106
Droichead school:	Yes

POST DETAILS

Additional Information:

Position Details: Permanent, part-time, 18.5 hours per week

Working Hours: 8:30am to 12:45pm, Monday to Thursday and 8:30am to 10:00am Friday

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 in office management and administration

Experience within an educational setting is desirable but not essential

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 fluently in English, both orally and in writing, with the wider school community
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- 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, Online Claims System (OLCS), Pupil Online Data (POD), Revenue and payroll systems
- Maintaining records of school finances, including cash collections, bank payments and entering and reconciling payments on the 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
- Being proficient in Google Apps (e.g., Google Drive, Google Docs) and Microsoft Office, including Excel
- 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
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements
- Attendance at meetings and events as required
- Demonstrating the ability to work on own initiative
- Willingness and eagerness to upskill where necessary

Further Information:

Applications must be submitted via email only to ballinagoreapplications@gmail.com

References: A minimum of two referees are required; three to four referees are preferable

The appointment is subject to Garda vetting.

The successful candidate is required to undertake Tusla Child Protection training.

Final appointment is subject to a 6-month probation period and sanction by the Department of Education

An internal panel of suitable applicants may be established to fill vacancies arising within 6 months of the appointment.

The position will be subject to the terms of:

Circular 0036/2022: Revision of Salaries and Annual Leave Arrangements for School Secretaries

Circular 007/2024: Leave Entitlements for School Secretaries

Circular 0078/2024: Revision of Salaries for School Secretaries Previously Grant Funded

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 successful applicant must be available for training before starting.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16340N

Apply To: ballinagoreapplications@gmail.com

Please include the words 'SECRETARY APPLICATION' in the subject line of the email with your online application.

County: Westmeath

Enquiries To: ballinagoreapplications@gmail.com