

ADVERT ID 240328

Secretary / Administrator

Balla Secondary School

The Secretary, Board of Management Balla Secondary School Balla Castlebar F23KT65
<https://www.ballasecondaryschool.com>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Mon Jun 30 2025
Application Closing Date: Thu Jul 17 2025
Commencement Date: Tue Aug 26 2025
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 18

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Droichead school: Yes

POST DETAILS

Additional Information:

This is a part time (18 hours) position for a school secretary/administrator working Tuesday's, Wednesday's, Thursday's and Friday's 8:45am-1:15pm every week including school holiday weeks.

To apply please email the following documents with "your name and S25 Application" in the Subject Box, to ballasrecruitment@gmail.com to arrive no later than Midday, Thursday, 17 July 2025

- Letter of Application
- Up to date CV
- Two written professional references

Please note:

- each requested document should be saved as a pdf and attached to your email.
- Shortlisting may apply and only shortlisted candidates will be contacted.
- Canvassing will disqualify.

Key competencies required:

- Excellent organisation, communications skills and confidentiality.
- Excellent IT skills with proficiency in SAGE Accounts software, payroll software and MS Office.
- High level of accuracy and ability to complete tasks to deadline.
- Ability to work on own initiative and as part of a team.
- Knowledge of MIS (VSware).

The successful candidate will be the first point of contact to parents, colleagues, students and visitors in a busy environment where demands, tasks and activities change at short notice and will also provide a wide range of professional support to the Senior Management team and will have specific responsibility for school accounts, school database systems & office administration.

Duties include but not limited to:

- Using data systems such as ESINET, P-POD, VSware, SAGE/Accounts software, payroll software and managing online banking.
- Invoice processing, filing, preparing monthly accounts reports for the Board and annual accounts.
- General office administration such as: answering telephone, managing student files & class data, create/manage school reports, create & return TESS attendance reports, entering all new staff and student details, managing communication with stakeholders via email/text and covering reception.

The successful applicant will be subject to Garda Vetting and a probationary period.

Start Date: 26th August 2025

The position will be subject to the terms of circular 0020/2025 and 0036/2022. The entry level for this role is pro rata on the first point of the scale unless the candidate has previously worked as a department paid school secretary.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 64500G
Apply To: The Secretary, Board of Management
 Balla Secondary School
 Balla
 Castlebar
 F23KT65
County: Mayo
Website: <https://www.ballasecondaryschool.com>

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