

ADVERT ID 240381

Secretary

Sacred Heart NS

Williamstown Castlerea F45K466

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Jul 1 2025
Application Closing Date:	Thu Jul 31 2025
Commencement Date:	Wed Aug 27 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:	5
Current Enrolment:	111
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:

The B.O.M. of Williamstown National School wishes to appoint an enthusiastic, hardworking School Secretary. The ideal candidate should be reliable, flexible and willing to learn on the job. A high degree of professionalism and confidentiality is essential. This is a part-time position (currently 17.5 hours per week) and is subject to the Department of Education Circular 36/2022: "Revision of Salaries and Annual Leave Arrangements for School Secretaries"

Applicants would ideally have:

Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.

Knowledge of online databases (e.g., Aladdin, Payroll Systems, POD & OLCS systems).

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

Excellent interpersonal skills, including oral and written communication skills.

Competency in maintaining financial accounts, online payment systems, and monthly financial reports.

A high level of proficiency in ICT and the use of Google Drive/ Office 365 and other online applications.

Ability to work on one's own initiative and the ability to work in a team environment

The above job description is not exhaustive. A willingness to learn new skills and systems will be required.

Shortlisting will apply, and those shortlisted will be called for an interview.

The appointment is subject to Garda Vetting and the successful candidate will be required to

undertake TUSLA Child Protection. The position is subject to a 12 month probation period.

Please mark the application as "Secretary Application" when submitting.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 17368R
Apply To: Chairperson of the Board of Management,
Williamstown NS,
Williamstown
Via Castlerea
F45K466
County: Galway
Enquiries To: nswilliamstown@gmail.com

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