

ADVERT ID 240849

## Secretary

### S.N. MUIRE GAN SMAL

Creagh N.S. Creagh Ballinasloe H53PT32  
<https://creaghonline.com>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Thu Jul 10 2025  
**Application Closing Date:** Fri Jul 18 2025  
**Commencement Date:** Mon Sep 1 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:** 31  
**Current Enrolment:** 444  
**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:

This is a temporary part time position for 14.8 hours per week over three days. Full Working days of Monday, Tuesday and remaining hours on a third day to be mutually decided. Starting date of 1st September for 12 months.

The appointment is subject to the following: Garda vetting, completion of MedMark medical clearance, provision of referee contact details, and the successful candidate will be required to undertake TUSLA child protection training.

Please consult the circular below for rates of pay for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of the government Circular 0036/2022. and Circular 20/2025

This position is subject to a six-month probationary period.

The successful candidate will be an integral part of the school community working closely and collaboratively with the Principal, staff, permanent School Secretary and BOM and will manage the school office in a professional, discreet, confidential and efficient manner.

Responsibilities include, but are not limited to:

- Acting as the first point of contact for visitors and callers to the school.
- Managing school correspondence, including post, phone calls, emails, and Aladdin Connect.
- Assisting with the Organisation, maintenance, and updating of school databases and filing systems including: Aladdin (school database), Online Claims System (OLCS), Primary Online Database (POD) etc

- Maintaining meticulous records and filing of all documentation in line with GDPR regulations.
- Coordinating internal communication (emails, telephone messages, Aladdin notices, etc.)
- Supporting the organisation and administration of school events and activities.
- Liaising with representatives of service providers, suppliers, and school visitors.
- Procuring school resources and managing inventories where necessary.
- Maintaining school finance records and supporting financial processes in accordance with FSSU (Financial Support Services Unit) guidelines.
- Processing and maintaining records for Garda Vetting, HR, and school staff files.
- Typing letters and documents with fluency, accuracy, and professionalism.
- Carrying out other administrative duties as assigned by the Principal, consistent with the role of School Secretary.

Skills and Knowledge Required:

- Proven experience in administrative or office management roles.
  - Excellent interpersonal, communication, and team-working skills.
- A clear understanding and adherence to GDPR and Data Protection
- Excellent typing/IT skills, attention to detail, and accuracy in written tasks.
  - Ability to prioritise, plan, and complete work independently to meet deadlines.
  - A flexible and adaptable attitude in response to changing school needs.
  - High level of confidentiality, discretion, and professionalism at all times.
  - In-depth understanding of GDPR and responsibilities relating to data protection.

The Above description is not exhaustive.

Applicants being called for interview for this position will be notified by email.

## APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

## APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	17198S
<b>Apply To:</b>	Applications by email only. Applications should be sent to <a href="mailto:principal.creaghns@gmail.com">principal.creaghns@gmail.com</a> Please include 'School Secretary Applications'; in the subject line.
<b>County:</b>	Galway
<b>Enquiries To:</b>	<a href="mailto:principal.creaghns@gmail.com">principal.creaghns@gmail.com</a>
<b>Website:</b>	<a href="https://creaghnsonline.com">https://creaghnsonline.com</a>

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