

ADVERT ID 241179

Secretary

SN an Chroi Naofa

Presentation Primary School Castle Street Tralee V92XO93
<https://www.presprimarytralee.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jul 15 2025
Application Closing Date: Thu Aug 7 2025
Commencement Date: Mon Aug 25 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 17
Current Enrolment: 340
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management (BOM) of Sacred Heart Primary School invites applications for the position of school secretary. This is a full-time position (32.5 hours, not including breaks) in accordance with the Department of Education Circular 36/2022. Pay rates will be determined based on Circular Letter 0020/2025 (The entry level for this role is on the first point of the pay scale unless the successful candidate has previous experience working as a school secretary).

The appointment is subject to Garda Vetting, and Medmark Occupational Health Screening, and the successful candidate will be required to undertake TUSLA Child Protection Training and other related training.

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

The successful candidate will be an integral part of the school community working closely with the Principal, Deputy Principal, BOM, staff, pupils, and parents, and will manage the school office in a welcoming, professional, discreet and discerning manner.

Essential Skills and Knowledge required:

- Reliability, trustworthiness and strict adherence to confidentiality in all areas of work
- Excellent interpersonal and communication skills (both oral and written)
- Excellent administrative, secretarial, and organisational skills, ensuring good record-keeping, filing (manually and electronically)
- Excellent IT skills and attention to detail, including proficiency in Microsoft Office, Word Processing, Publisher, Excel, online administration platforms, as well as other online applications and email
- Ability to ensure adherence to school procedures & policies

- A clear understanding and adherence to GDPR and Data Protection regulations
- Ability to prioritise and to multitask
- Ability to work and plan efficiently on their own initiative while working to deadlines
- Ability to work as part of a team
- Be flexible and adaptable to the needs of the school
- Relate well to children
- Positive outlook and willingness to contribute to the overall school development
- Knowledge of operating and maintaining of online banking, accounts packages and payments systems
- Commitment to uphold the Catholic ethos of Sacred Heart Primary School.
- Experience in a similar role is advantageous
- Willingness to engage in ongoing professional development

Responsibilities include but are not limited to:

Working in close co-operation with the Principal, Deputy Principal, school staff, and the BOM on the completion of the following duties (this list is not exhaustive):

Administration

- Meticulous organisation, maintenance and updating of school databases and filing systems to include Aladdin, Online Claims System (OLCS), Primary Online Database (POD), Financial Support Services Unit (FSSU), Payroll (in conjunction with accountants who manage payroll), etc.
- Maintenance and filing (including manual and electronic) of all documentation, including invoices and receipts, in line with GDPR.
- Competency in maintaining financial accounts (cash collections, petty cash, bank payments, fundraising, lodgements and entering & reconciling all payments on accounting system, using Excel, online banking, Aladdin payments etc.
- Assisting the Principal/Accountant/Treasurer BOM in maintaining all financial records, FSSU monthly reports and managing payments
- Maintaining records of staff leave applications and approval, CPD, and the supporting of the staff substitution process via the OLCS.
- Maintenance of office supplies and operation of all office machines.
- Ordering and maintaining first aid supplies and bathroom & sanitary supplies for the school
- Annual recording of SEAI energy usage returns

Communications

- Assisting the Principal and staff in managing school correspondence, including communication by post, email, telephone and Aladdin Connect, with professionalism and confidentiality.
- The ability to assist the Principal with daily administrative tasks, scheduling meeting requests, and scheduling events
- Being the first point of contact for all visitors to the school and dealing with all visitors in a welcoming manner, while controlling access to the school building
- Communicating with parents, staff, pupils, visitors & BOM of the school in person, by phone, email, Aladdin Connect, or otherwise, in a courteous and professional manner
- Acceptance of, and signing off on, deliveries to the school.
- Liaising with representatives of service providers, school transport providers, suppliers, school users, the Department of Education, and outside agencies.
- Assisting with booking school events and activities including booking swimming lessons, courses, venues, buses etc. and making necessary arrangements for school trips, meetings, interviews, etc.
- Attending meetings, events and training, as requested or required

General

- To be aware of, and comply with, school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection/GDPR and report any concerns to the appropriate person
- Collection and distribution of school uniforms from the school store when necessary
- Carrying out other duties assigned by the Principal and related to the post of school secretary, including new initiatives and future developments of the school and/or Dept. of Education.

Applications should be forwarded to the Chairperson of the Board of Management by email to secretary-applications2025@presprimarytralee.com by 3pm on Thursday, 7th August 2025.

Please include 'School Secretary Application' in the subject line. Interviews will take place in mid-August.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16871V
Apply To: secretary-applications2025@presprimarytralee.com
County: Kerry
Enquiries To: info@presprimarytralee.com
Website: <https://www.presprimarytralee.com>
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