

ADVERT ID 241300

Secretary

St. Lachteen's National School

Ballykerwick Donoughmore, Co.Cork. P32 PW68
<https://www.lachteen.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jul 17 2025
Application Closing Date: Mon Aug 4 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: 12
Current Enrolment: 169
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:

The Board of Management of St Lachteen's NS invites applications for the position of School Secretary. This is a Fixed-Purpose substitute, part-time position (27.5 hours per week) to cover a Leave of Absence up to a maximum of 104 weeks. This position is subject to a twelve-month probationary period.

This position has a current rate of pay of €15.96 per hour worked (this is made up of a €14.48 hourly rate plus holiday pay rate of 8% included which is €1.28). Conditions are determined by the most recent Department circulars in relation to Secretary terms and conditions and leave entitlements.

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.

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, Revenue On-Line Services, accounts packages and payments systems
- Commitment to respect the Catholic ethos of the School.
- Experience in a similar role is advantageous
- Willingness to engage in ongoing professional development is essential

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), School Accounting Software, Collsoft 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

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 and 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
- 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.

We also have a School Therapy Dog for pupils with Autism so being able to help care for a dog would also be beneficial.

Applications should be forwarded to the Chairperson of the Board of Management by email to secretary2025@lachteen.ie com by 5pm on Monday, 4th August 2025 with all documents requested.

Interviews will take place in mid-August and consist of a Panel interview of 3 interviewers and may include a practical activity to demonstrate ICT/Secretarial skills.

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: 17602W
Apply To: secretary2025@lachteen.ie
County: Cork
Enquiries To: oifig@lachteen.ie
Website: <https://www.lachteen.ie>
Further Information: <https://www.lachteen.ie>

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