

ADVERT ID 243479

## Secretary

### St Broghans NS

Bracknagh Rathangan



#### MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Aug 19 2025
Application Closing Date:	Tue Aug 26 2025
Commencement Date:	Mon Sep 15 2025
Status of Post:	Part-Time
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
School Patronage:	Catholic
Total No. of Teaching Staff:	6
Current Enrolment:	76
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:

St. Broghan's NS, Bracknagh, Co. Offaly is seeking an enthusiastic, hard-working Primary School Secretary for 10 hrs a week

The position will be subject to the terms of Circular 36/2022 revision of Salaries and Annual Leave Arrangements for School Secretaries.

Position is subject to 6 months probationary period, satisfactory Garda Vetting and completion of TUSLA child protection training.

The successful candidate will have:

Excellent organisational, interpersonal, oral and written communication skills.

Administrative skills to support the management of school finances, correspondence and communications.

Proficient IT skills.

Ability to plan and work on one's own initiative along with the ability/ flexibility to work in a team environment with the Principal and other school staff.

A high level of Confidentiality and Discretion is necessary at all times.

Key Duties and Responsibilities include but are not limited to the following:

Act as the first point of contact for visitors to the school.

Managing school communications: phone, email, school website, Department of Education Databases, preparation of school accounts/payroll and tax returns, The Online Claims System (OLCS) and Primary Online Database, Aladdin software package, postage, banking etc.

Updating, managing and storing school records in compliance with GDPR.

General school administration and office management.

Assisting with the organisation of school events and activities.

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 15983E  
**Apply To:** Please submit your CV and cover letter outlining your suitability for the role to [stbroghans.application@gmail.com](mailto:stbroghans.application@gmail.com)  
**County:** Offaly  
**Enquiries To:** [stbroghans@gmail.com](mailto:stbroghans@gmail.com)

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