

ADVERT ID 243706

## Secretary

### Scoil Einde

Dr. Mannix Road, Salthill H91 Y725  
<https://www.scoileindesalthill.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon Aug 25 2025  
**Application Closing Date:** Wed Sep 10 2025  
**Commencement Date:** Mon Sep 29 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**Gender:** Boys  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 12  
**Current Enrolment:** 119  
**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:

Scoil Éinde National School, under the Patronage of the Bishop of Galway Most Reverend Michael Duignan, is inviting applicants for the position of Secretary. 22.5 hours min per week during term time and some periods when the school is closed. The successful candidate will have:

- Recognised qualifications
- A commitment to maintaining confidentiality
- Excellent interpersonal skills, including oral and written communication skills.
- Competency and administrative skills to support the maintenance of school financial accounts, including wages, budgets, on line payment systems and procurement
- Accounting experience desirable
- Proficiency in Microsoft applications including Word and excel.
- Ability and willingness to plan and work on own initiative and show flexibility consistent with the nature of the job.
- Ability to work in a team environment with principal and all other school staff.
- Familiarity with GDPR and Data Protection and the implementation of same.
- Familiarity of working with online school databases, Aladdin, OLCS and Primary Online Database (POD) would be desirable but not essential (training provided)
- Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment would be desirable.
- Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies.
- Experience in the maintenance of office equipment and supplies and of liaising successfully with the representatives of service providers, suppliers, school users and visitors.

- Be required to comply with national vetting requirements.

#### 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
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 18929N  
**Apply To:** Scoil Éinde National School,  
Dr. Mannix Road,  
Salthill  
H91 Y725  
**County:** Galway  
**Enquiries To:** [office@scoileindesalthill.ie](mailto:office@scoileindesalthill.ie)  
**Website:** <https://www.scoileindesalthill.ie>

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