

ADVERT ID 243882

Secretary

Presentation PS

Dungarvan Road Clonmel E91XF62
<https://www.presprimaryclonmel.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Aug 28 2025
Application Closing Date: Thu Sep 11 2025
Commencement Date: Mon Oct 20 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Girls with Infant Boys
School Patronage: Catholic
Total No. of Teaching Staff: 20
Current Enrolment: 270
Droichead school: Yes

POST DETAILS

Additional Information:

This is a full-time position of 37 hours per week. This position is for 52 weeks of the year and holidays must be taken during school closures. The position is subject to a 6 month probationary period. This position will be subject to the terms and conditions of circular 0036/22. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The appointment will be subject to Garda Vetting.

Essential Personal Qualities

- Demonstrate an ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexible and adaptable to the needs of the school and open to new skills/challenges
- Positive outlook, ability to work on own initiative and willingness to contribute to overall school development

Responsibilities include but not limited to:

- General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school event e.g. booking venues/buses, liaising with providers and suppliers
- Carrying out administrative duties assigned by the Principal and Deputy Principal
- Working closely with the Principal, staff and parents in a polite and professional manner
- Maintaining financial records and managing on-line payments
- Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD)
- Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection

Essential Skills and Experience

- Administrative skills and experience of working in a busy office environment
- Proficiency in email, Microsoft applications to include excel and good typing skills
- Familiarity of booking keeping and online payments to manage school finances
- Good record-keeping and knowledge of school applications e.g. Aladdin, OLCS and POD
- Excellent interpersonal skills, including oral and written communication skills

Applications by POST only.

Please include the following:

1. Letter of Application detailing your suitability for the job
2. CV including at least two up-to-date referees with contact details

Applications to The Chairperson, Presentation Primary School, Dungarvan Road, Clonmel, Co. Tipperary E91XF62

Please write "Secretary Application" on the outside of the envelope.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	12180U
Apply To:	Presentation Primary School Dungarvan Road Clonmel E91XF62
County:	Tipperary
Enquiries To:	office@presprimaryclonmel.com
Website:	https://www.presprimaryclonmel.com

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