

ADVERT ID 244573

## Secretary

### Tulsk NS

Tulsk Castlerea F45VE84

#### MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Sun Sep 14 2025
Application Closing Date:	Mon Sep 22 2025
Commencement Date:	Mon Oct 6 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:	6
Current Enrolment:	78
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:

We are currently seeking to employ a Part-Time School Secretary (12 hours per week) to work across Tulsk NS and Clooneyquinn NS. Working hours are flexible and negotiable but must fall between 9:00am and 3:30pm. This role involves managing school communications via phone, email and the Aladdin School Management System, organising financial documents and carrying out general clerical and administrative duties. Ideally, applicants will have experience with payroll systems, POD (Primary Online Database) and OLCS (Online Claims System). Strong organisational, administrative and office skills, along with a commitment to maintaining accurate records and ensuring adherence to school procedures and policies, are highly desirable. This is a shared position between the two schools, with the possibility of additional hours being added following appointment.

#### 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.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16034G  
**Apply To:** Chairperson Board of Management,  
Tulsk National School,  
Tulsk,  
Castlerea,  
Co.Roscommon  
F45VE84  
**County:** Roscommon  
**Enquiries To:** [tulsknationalschool@gmail.com](mailto:tulsknationalschool@gmail.com)

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