

ADVERT ID 244585

Secretary

Athenry Primary School

Cullairbaun Tuam Rd Athenry H65 C860



MAIN DETAILS

| | |
|---------------------------|-----------------|
| Status: | Active |
| Level: | Primary |
| Date Posted: | Mon Sep 15 2025 |
| Application Closing Date: | Mon Sep 22 2025 |
| Commencement Date: | Mon Oct 13 2025 |
| Status of Post: | Permanent |
| Number of Vacancies: | 1 |

SCHOOL DETAILS

| | |
|------------------------------|---------------------------------|
| School Type: | Mainstream with Special Classes |
| School Structure: | Vertical |
| Gender: | Co-Educational |
| School Patronage: | Catholic |
| Total No. of Teaching Staff: | 32 |
| Current Enrolment: | 510 |
| 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:

Athenry Primary School invites applications for the position of secretary on one of our campuses. This is a permanent position (20 hrs per week) and will be subject to sanction from the DEY. The successful candidate will be recruited in line with the terms & conditions as set out in circular 36/2022. New secretaries will be placed on point 1 of the scale as set out in appendix 1 of the circular unless they have prior experience as a school secretary. The position is subject to compulsory garda vetting, Medmark clearance, online Tusla child protection training and a 6 month probationary period. The hours of work for this onsite role are: 08.45 to 13.30pm Mon to Fri. Flexibility may be required at other times to support other school activities / events.

Key duties of the position will include:

- point of contact for all visitors & enquiries
- managing school communications (phone, email, databases e.g. Aladdin, POD & OLCS)
- working alongside the school management team
- management of school financial accounts
- office management
- maintenance of office equipment
- procurement of resources
- liaising with service providers, suppliers etc.

The ideal candidate will demonstrate the following competencies:

- professionalism & discretion
- the ability to maintain strict confidentiality
- strong interpersonal & communication skills
- book keeping skills including knowledge of online banking
- a willingness to engage with continuous professional development

- ICT proficiency
- knowledge in relation to GDPR and data protection
- ability to use own initiative (work independently & as part of a team)
- positive outlook & a willingness to contribute to overall school development
- good planning & organisational skills

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: 20582N
Apply To: Athenry Primary School
 Tuam Rd
 Athenry, Co. Galway
 H65 C860
County: Galway
Enquiries To: APSbom@athenryprimaryschool.ie

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