

ADVERT ID 245385

Secretary

St Michaels NS

Danesfort Kilkenny R95 X527
<https://danefortns.scoilnet.ie>



MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Oct 6 2025
Application Closing Date:	Tue Oct 14 2025
Commencement Date:	Mon Nov 3 2025
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	4
Current Enrolment:	67

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:

This post is 12 hours per week, Tuesday - Friday 9:30-12:30. There is a possibility of these hours increasing by 3 to 8 hours per week. This increase is not guaranteed and if the increase occurs, the new secretary will be consulted on when those extra hours will be delivered, either adding to their daily hours or adding in time on Mondays.

This post will suit a friendly and efficient person with strong computer skills and an aptitude for data input for accounting purposes. The system used for data input in primary schools is FSSU. Training is available on the FSSU system and support is available through email and phone. Garda vetting will be completed upon acceptance of offer by the successful candidate.

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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 01300Q
Apply To: Chairperson,
Board of Management,
St. Michael's N.S.,
Danesfort,
Kilkenny
R95 X527
County: Kilkenny
Enquiries To: danefortns@gmail.com
Website: <https://danefortns.scoilnet.ie>

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