

ID FÃ°GRA 245419

## RÃ°naÃ°

## St Joseph's NS

Ardkill Templeboy F91 DH74

<https://stjosephstempleboy.com/>

## PRÃ°OMHSHONRAÃ°

StÃ°das:	GnÃ°mhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	Luan DFÃ°mh 6 2025
SpriocdhÃ°ta le haghaidh larratas:	Luan DFÃ°mh 20 2025
DÃ°ta Tosaithe:	Luan Samh 17 2025
StÃ°das an Phoist:	PÃ°irtaimseartha
LÃ°on na bhFolÃ°ntas:	1

## SONRAÃ° SCOILE

CineÃ°l Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°trÃ°nacht na Scoile:	Caitliceach
LÃ°on lomiÃ°n na mBall	2
Foirne MÃ°inteoireachta:	
Rolla Reatha:	34
Scoil Droichead:	NÃ°i

## SONRAÃ° AN PHOIST

## Eolas Breise:

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 is a part-time position of 12 hours per week. The position is for 52 weeks of the year and holidays must be taken during school closures. This position will be subject to the terms and conditions of circular 0036/22. The position is subject to a 6 month probationary period in the school. 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

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

## Responsibilities include but not limited to:

- â° General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school events (e.g. booking venues/buses), liaising with providers and suppliers.
- â° Carrying out administrative duties assigned by the Principal and Deputy Principal.
- â° 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, Google applications, Microsoft applications to include Excel and Word.  
• Familiarity of bookkeeping and online payments to manage school finances.  
• Excellent interpersonal skills, including oral and written communication skills.

If you have any queries about this position, contact [principal@stjosephstempleboy.com](mailto:principal@stjosephstempleboy.com) by email.  
Closing date for applications will be October 20th, 2025.  
Candidates must apply to the email address listed below.

#### APPLICATION REQUIREMENTS

Please attach the following to your application email.

Letter of Application

Copy of Certificates, Diplomas, Degrees

CV (digital)

List of Referees

Applications may be submitted by email.

Email applications to [chairpersonbom@stjosephstempleboy.com](mailto:chairpersonbom@stjosephstempleboy.com)

Late applications will not be considered for short listing.

Postal applications will also not be accepted.

This position is advertised on [Educationposts.ie](http://Educationposts.ie) for St. Joseph's N.S. Templeboy.

The position is subject to current Garda Vetting requirements, Medmark Medical Clearance and a probationary period.

The successful candidate will be required to undertake TUSLA child protection training.

Secretaries recruited from 1st September 2022 are employed under the new terms set out in Circular 36/2022 – please familiarise yourself with this circular before applying and consult the circular for rates of pay for school secretaries which are now paid by the Department of Education & Skills. (The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as school secretary.)

Only candidates shortlisted for interview will be contacted.

#### RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbhá Reachtáil bail á ag an duine a cheapfar agus go gcomhláin á dh siad an Fhoirm Ghealltanais.](#)
- Litrí Iarratais
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- Cáip de Theastais, Diopláma, Cáimeanna
- CV (Digiteach)

Is fídir iarratais a chur isteach trá

- Réomhphost

#### CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	18592E
Cuir iarratas Chuig:	Emails to : <a href="mailto:chairpersonbom@stjosephstempleboy.com">chairpersonbom@stjosephstempleboy.com</a>
Contae:	Sligeach
Ceisteanna Chuig:	<a href="mailto:principal@stjosephstempleboy.com">principal@stjosephstempleboy.com</a>
Suíomh Grádasáin:	<a href="https://stjosephstempleboy.com/">https://stjosephstempleboy.com/</a>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadáil le haghaidh áisáide ag cuardaitheoir post amháin. Níl fídir an fhaisnéis atá ann a áoslá d'áil, a cháipeáil ná a áisáid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ré á IPPN.