

ADVERT ID 247008

Secretary

S.N. Pádraig Naofa

Frenchpark Castlerea Roscommon F45 FD34

<https://www.frenchparkns.com/>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu Nov 27 2025
Application Closing Date:	Mon Dec 8 2025
Commencement Date:	Mon Jan 5 2026
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	8
Current Enrolment:	109
Droichead school:	Yes

POST DETAILS

Additional Information:

Please note - This post will be based on a 12 hour week starting on the 5th January 2026 but will change to a 18.5 working week from the 12th January 2026.

Frenchpark National School is looking for an enthusiastic, flexible and hard-working school secretary.

The following information should be read carefully:

Please refer to Circular 0007/2024 for information on leave entitlements for secretaries and to Circular 0055/2025 for information on salary. The entry-level for this role is on the first point of the scale, unless the candidate has previous work experience as a School Secretary.

The appointment is subject to Garda Vetting; completion of occupational medical clearance (Medmark); satisfactory references; and the successful candidate will be required to undertake TUSLA child protection training. A completed Statutory Declaration and Form of Undertaking will be required on taking up the position. This position is subject to a probationary period of six months.

Key Duties & Responsibilities:

- Working in close co-operation with the Principal, Deputy Principal and school staff.
- Being the first point of contact for all visitors to the school and dealing with parents, visitors etc in a welcoming manner.
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- Ability to use own initiative, to work independently and as part of a team.

- Liaising with representatives of service providers, suppliers, school users and visitors.
- Managing school correspondence with professionalism and confidentiality.
- Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- Maintenance and filing of all invoices and documentation and maintaining all financial records and managing online payments and receipt of funds.
- Maintenance of records of staff leave and supporting substitute cover process.
- Maintenance and updating of all pupil records on Aladdin.
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Procurement of resources and the management of school office supplies.
- Attend meetings and events as required.

The above is not exhaustive. A willingness to learn new skills and systems will be required.

Please send (by post) a letter of application, Curriculum Vitae and contact details for at least two referees.

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: 17748E
Apply To: The Chairperson,
 St. Patrick's N.S.,
 Frenchpark,
 Castlerea,
 Co. Roscommon
 F45 FD34
County: Roscommon
Enquiries To: info@frenchparkns.com
Website: <https://www.frenchparkns.com/>

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