

ADVERT ID 247164

## Secretary

### Scoil Ruadháin

Tullaroan Co. Kilkenny R95YA46

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Sat Dec 6 2025
<b>Application Closing Date:</b>	Mon Dec 15 2025
<b>Commencement Date:</b>	Mon Jan 12 2026
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	5
<b>Droichead school:</b>	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:

Please note - This post will be for 12 hours a week, permanent part-time, primarily Monday to Thursday 9:30-12:30 but with an openness to the scheduling of these hours/days being adjusted to suit the successful candidate. There is a possibility of these hours increasing by 3 to 6.5 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.

The following information should be read carefully:

Please refer to Circular 0007/2024 for information on leave entitlements for secretaries and to Circulars 0036/2022 and 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.

Applications by post only – please mark envelope “Application”. Shortlisting will apply.

Tullaroan National School (Scoil Ruadháin) is a vertical Catholic co-ed primary school in the diocese of Ossory. The school is looking for a friendly, enthusiastic, flexible school secretary, self-motivated and capable of working on their own initiative. The school secretary is an integral part of the school community of Scoil Ruadháin working closely with the school Principal and staff. The secretary will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is desirable but not essential.

The successful candidate will have:

- Excellent interpersonal and communication skills (both oral and written)
- Administrative and secretarial skills
- Proficiency in ICT including word processing, spreadsheets, email etc.
- Knowledge of GDPR & Data Protection requirements
- Excellent organisational skills and attention to detail in order to ensure a high standard of school record-keeping and adherence to policies and procedures.
- The ability to plan and work on their own initiative and also as part of a team
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexibility and adaptability to the needs of the school
- Knowledge in operating and maintaining an online banking and payment system
- A commitment to uphold the Catholic ethos of Tullaroan National School.

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following; Aladdin, Esinet (POD, OLCS), School Accounting, on-line banking/payment systems, ROS (Revenue).

Key Duties & Responsibilities: Responsibilities include but are not limited to:

- 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
- General secretarial and administrative duties consistent with the role of a primary school
- Monitoring and distribution of incoming communication including email
- Liaising with 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.
- Maintaining records of school finances including bank payments, entering and reconciling all payments on the accounting system
- Maintenance and filing of all invoices and related documentation.
- The maintenance of all financial records and the management of online payments and receipt of funds
- Maintenance of records of staff leave and supporting the substitute cover process
- Maintenance and updating of all pupil records on Aladdin
- Assistance in the maintenance and updating of school social media platforms
- 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
- Attending/minuting meetings and events as required.

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

## 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:** 18670V  
**Apply To:** The Chairperson,  
Board of Management,  
Scoil Ruadháin,  
Tullaroan,  
Co Kilkenny.  
R95YA46  
**County:** Kilkenny  
**Enquiries To:** [scoilruadhain@gmail.com](mailto:scoilruadhain@gmail.com)

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