

ADVERT ID 247366

Secretary

Holy Family NS

Shanagarry Midleton Midleton P25 V599
<https://www.shanagarryns.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Dec 15 2025
Application Closing Date: Mon Dec 29 2025
Commencement Date: Mon Jan 26 2026
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: 6
Current Enrolment: 107

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 the appointment is subject to Garda vetting, completion of medical clearance(Medmark) and satisfactory references. A completed Statutory Declaration and Form of Undertaking will be required on taking up the position. Please note the position will be for 26 hours per week, Mon-Thur 9:30 am. -3:00 p.m. and Friday 9:30 a.m. to 1:30 p.m. There is a possibility that this may be adjusted if necessary to meet the needs of the school. 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. Please mark the envelope with 'Application'. Shortlisting will apply.

Holy Family N.S, Shanagarry is a Vertical, Catholic, Primary Co-Educational School.

The successful candidate will have excellent interpersonal and communication skills. The successful candidate will have the following:

- proficiency in ICT/word/spreadsheets/knowledge of GDPR/excellent record keeping/organisational skills, be able to adhere to school policies, knowledge in operating online banking and payment systems, be able to liaise with providers/staff/principal/parents in a respectful manner, be able to update and organise school databases and filing systems to include OLCS, POD, revenue and payroll systems, be able to maintain financial records-manage online payments/ receipts of funds etc. The role will involve updating the school website, the maintenance and updating of all pupils on aladdin, updating school media platforms if requested, the maintenance of office and school supplies-ordering etc and updating and storing school records in compliance with GDPR requirements. The above is not an exhaustive list. A willingness to learn new skills may be required .It is a requirement to hold a valid Statutory declaration and to complete a Form of Undertaking for this position.

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: 17950W
Apply To: Chairperson BOM, Shanagarry N.S
Shanagarry
Midleton
Co. Cork
P25 V599
County: Cork
Enquiries To: principalshanns@gmail.com
Website: <https://www.shanagarryns.ie>

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