

ADVERT ID 247664

Secretary / Administrator

Meán Scoil Mhuire

5 St. Joseph's Road Longford N39 H6R2
<https://www.scoilmhuirelongford.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Jan 7 2026
Application Closing Date: Wed Jan 21 2026
Commencement Date: Wed Jan 28 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 608
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Meán Scoil Mhuire, Longford invites applications from suitably qualified persons for the role of School Secretary and Accounts/Administrative person in Meán Scoil Mhuire, Longford. This role consists of 37 working hours per week. This School Secretary and Accounts/Administrative position is subject to the terms and conditions as set out in DES Circular Letter 0036/2022. The Secretary will report directly to the Principal and the Board of Management, and will provide financial and administrative support to the Principal and Senior Leadership Team in the delivery of all their key functions.

Requirements and Qualifications:

- Experience in an Accounts setting.
- Knowledge of School Finances, with strong financial management skills.
- An Accounting Technician qualification would be desirable.
- Knowledge of accounting procedures and best practices.
- Experience of Sage 50 Cloud Accounts/Surf.
- Excellent level of numerical and analytical skills.
- Experience of business online banking and processing payment runs.
- Experience in computerised accounts package.
- Experience in computerised payroll package.
- Experience of producing month end reports.
- A knowledge of Payroll, RCT and VAT.
- Excellent interpersonal and organisational skills.
- Familiarity with budget preparation and cash flow management.
- Solid time management skills with an ability to prioritize work.
- Excellent analytical skills and experience creating reports and presentations.
- Adhere to school policies, particularly those related to Child Safeguarding, Health and Safety, Procurement Procedures and GDPR/Data Protection, and report any concerns appropriately.
- Strong oral and written communication abilities.
- Proficiency in IT with strong attention to detail.
- Ability to handle multiple tasks simultaneously.

- A high degree of discretion and ability to work with sensitive and confidential data.
- A commitment to meeting deadlines.
- A willingness to avail of further training/CPD relating to the needs of the school.
- Ability to work independently and as part of a team, using initiative where required.
- Candidates must have a strong work ethic, respect the ethos of the school and be flexible in their approach.
- Candidates must have a positive outlook and a desire to contribute to the overall development of the school.

Key Responsibilities/Duties will Include:

- Perform general secretarial duties as assigned by the Principal or Deputy Principal.
- Collaborate with the Principal, Deputy Principal, and other staff in a supportive and efficient manner.
- Communicate with parents, staff, students, and visitors in person, by phone, and via email in a welcoming, professional, and confidential manner.
- Organise and maintain school databases and filing systems, including OLCS, PPOD, eTenders, VS Ware, Office 365, Unique Schools and Excel among others.
- Manage school correspondence with a high level of professionalism and confidentiality.
- Maintain and file all necessary documentation.
- Liaise with service providers, suppliers, and visitors as required.
- Cover Reception as necessary during breaks, lunch, and holiday periods.
- Coordinate internal communication, including post, phone messages, and email.
- Responsible for the efficient organisation and administration of the office and of keeping the Principal/Board of Management fully informed of all financial issues.
- Data entry to accounts package to include:
 - entering suppliers Invoices and reconciliation of creditors balances to statements.
 - entering of bank payments and receipts
 - monthly bank reconciliations
- Processing of payment run on the schools online banking account.
- Reconciliation of all Balance Sheet figures and preparation of control accounts.
- Analysis of all Income and Expenditure Account figures.
- Preparation of monthly reports for Board of Management.
- Preparation of accounts to trial balance stage and liaising with the external school accountant.
- Preparation of other financial reports as requested by the Principal/ Board of Management.
- Attendance at Finance Sub - Committee Meetings.
- Prepare the draft School Budget.
- Operation of VAT & RCT as per Revenue requirements.
- Process the Payroll on a timely and accurate basis of weekly and monthly payments.
- Operate the Payroll system and manage all statutory deductions.
- Submit statutory returns to the Revenue Commissioners for Payroll, VAT and RCT.
- Engage with the relevant national Procurement platform and procedures.
- Other ad hoc duties at the discretion of the Principal and Deputy Principal.

This list is not exhaustive.

Salary:

Secretaries recruited must be employed by schools on the new terms and conditions set out in Department of Education Circular Letter 0036/2022 "Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised Primary and Post Primary schools". The appointed candidate will commence at Point 1 of the Salary Scale unless they have previous recognised experience in a school administration role. The employer of this position will be the Board of Management of Meán Scoil Mhuire, Longford.

Garda Vetting will apply. Canvassing will disqualify.

Only shortlisted candidates will be contacted. Please note it is proposed to conduct interviews at the earliest opportunity following the closing date.

How To Apply:

Send your CV and Cover Letter by email only to recruitmentMSM@scoilmhuirelongford.ie outlining how you meet the requirements in the job description and why you would like to join the team at Meán Scoil Mhuire. The subject line of the email should read "Application for Secretary Position".

Closing date for applications: Wednesday, 21st January, 2025 at 4pm.

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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
- References (written)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 63760E
Apply To: 5 St. Joseph's Road
Longford
N39 H6R2
County: Longford
Enquiries To: recruitmentMSM@scoilmhuielongford.ie
Website: <https://www.scoilmhuielongford.ie>
Further Information: <https://www.scoilmhuielongford.ie>

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