

**ADVERT ID 247767**

## Secretary

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### Scoil Niocláis

Scoil Niocláis, Bellevue Rd, Frankfield, Grange, Cork T12HD86  
<https://wwwscoilnioclais.ie>

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### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon Jan 12 2026  
**Application Closing Date:** Mon Jan 26 2026  
**Commencement Date:** Tue Feb 3 2026  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 52  
**Current Enrolment:** 779  
**Droichead school:** Yes

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### 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:**

The Board of Management of Scoil Niocláis, Frankfield, Grange, Douglas, Cork seek applications for the position of School Secretary under the terms of Department Circular 36/2022 and other related circulars.

Scoil Niocláis is a large co – educational Catholic Primary School, under the Patronage of the Diocese of Cork & Ross, located in Frankfield, Douglas, Cork.

The position is a permanent wholetime position.

Duties for the position, as set out by the Board of Management, are outlined below and may be subject to change as the needs and requirements of the school evolve.

The successful candidate will possess significant office management and administration skills and will work in collaboration with the school Principal and the Board of Management.

The secretary will be act at P.A. to the Principal and manage all correspondence, filing, typing and record keeping as required.

Administration tasks and duties associated with, but not confined to the following will form part of the duties of the position:

1. O.L.C.S / Esinet , P.O.D. data input, general school administration archives and records, Data Protection requirements , Garda Vetting applications, Hot School Meals Scheme, and procurement of various services for the school.

2. Managing correspondence with the Department of Education & Youth, N.C.S.E., Tusla and all other bodies in conjunction with the Principal/ Deputy Principal.

3. Administrative tasks associated with the management and organisation of school accounts,

F.S.S.U. templates, invoicing, payments and providing ongoing support to the Board of Management Treasurer and Principal in the execution of their functions and duties.

4. The successful candidate will manage the office diary and shall be required to uphold the highest levels of confidentiality.

Expressions of interests / enquiries and applications to the Principal by email only to principal@scoilnioclais.ie by Monday January 26th 2026 at 3pm.

#### 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 (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	20106E
<b>Apply To:</b>	Scoil Nioclais Bellevue Rd, Frankfield Grange Cork T12HD86
<b>County:</b>	Cork
<b>Enquiries To:</b>	principal@scoilnioclais.ie
<b>Website:</b>	<a href="https://wwwscoilnioclais.ie">https://wwwscoilnioclais.ie</a>

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