

**ADVERT ID 247926**

## Secretary

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### SN Gleann Beithe

Lower Balinakilla Glenbeigh V93 KD50

**Glenbeigh N.S.**

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Tue Jan 27 2026  
**Application Closing Date:** Fri Feb 6 2026  
**Commencement Date:** Mon Feb 16 2026  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS Rural  
**Total No. of Teaching Staff:** 6  
**Current Enrolment:** 104  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:**

SN Gleannbeithe invites applications for the position of School Secretary. This is a 16-20 hour permanent position and will be subject to sanction from the Department of Education. The successful applicant will be recruited in line with the terms and conditions as set out in Circular 36/2022. New secretaries will be placed on point 1 of the scale set out in Appendix 1 of the circular, unless they have prior experience as a school secretary. The position is subject to compulsory Garda vetting, Med mark clearance, online TUSLA Child Protection Training and a six month probationary period.

Key duties of this position will include:

- \* point of contact for all visitors and enquiries.
- \* managing school communications – phone, email, databases (e.g. Aladdin, POD, OLCS).
- \* Management of school financial accounts – payments, payroll, FSSU, RCT & VAT returns and corresponding with our school accountant.
- \* Office management – maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- \* Co-ordinating the school admissions process.
- \* Working alongside the school management team.

The ideal candidate will demonstrate the following competencies:

- \* Professionalism, discretion and the ability to maintain strict confidentiality.
- \* Strong interpersonal and communication skills.
- \* Book-keeping skills including knowledge of online banking etc.
- \* A willingness to engage in Continuous Professional Development.
- \* ICT proficiency and an interest in upskilling.
- \* Knowledge in relation to GDPR, data protection, updating, managing and storing school records in accordance with GDPR compliance.
- \* Ability to use own initiative, to work independently and as part of a team.
- \* A positive outlook and a willingness to contribute to overall school development.

\* Very good planning and organisational skills.

#### 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

<b>Roll Number:</b>	18414D
<b>Apply To:</b>	Lower Balinakilla Glenbeigh V93 KD50
<b>County:</b>	Kerry
<b>Enquiries To:</b>	<a href="mailto:sngleannbeithe@gmail.com">sngleannbeithe@gmail.com</a>

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