

ADVERT ID 248385

Secretary

Carlow NS

Green Road Carlow Town R93 A504
<https://carlownationalschool.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Feb 20 2026
Application Closing Date: Fri Mar 13 2026
Commencement Date: Mon Apr 13 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Church of Ireland
Total No. of Teaching Staff: 9
Current Enrolment: 139
Droichead school: 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:

Carlow N.S. is seeking a dedicated, professional, and versatile individual to join our team as our School Secretary. As the first point of contact for our school, the successful candidate will play a vital role in the smooth running of our daily operations while upholding the Church of Ireland ethos of our school community. Payment is on the first point of the scale, unless the candidate can provide evidence to the DEY of previous experience as a school secretary, in which case the rules set out in Circular Letter 0055/2025 may be applied.

The initial contract is for 15 hours per week- The Employee will work 30 hours per fortnight. The Employee's hours of work shall be from 9.00 a.m. to 12 p.m. daily.

The Role:

-This position requires a high level of confidentiality, professionalism, and discretion. You will provide essential administrative support to the Principal and staff, ensuring an organised and welcoming environment for students, parents and visitors.

Key Responsibilities:

- Database Management: Maintaining school systems including OLCS, POD, and Aladdin.
- Front of House: Managing reception, answering telephone inquiries, and handling all email correspondence.
- Financial Administration: Assisting with school finances and accounts.
- Coordination: Assisting the Principal and staff with meeting requests, scheduling school events, and general correspondence.

-Operations: Maintaining office supplies and liaising with service providers, suppliers, organising buses for events/tours and school visitors.

Key Skills & Requirements:

- We are looking for a proactive team player who can work efficiently on their own initiative.
- Communication: Excellent interpersonal and organizational skills, with high proficiency in both written and verbal communication.
- Technical Savvy: Advanced IT skills, specifically in Microsoft Office, Excel, Online and Google Suite.
- Efficiency: The ability to plan ahead and show flexibility in a fast-paced environment.
- Teamwork: A proven ability to work collaboratively within a dedicated school staff.

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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18615N
Apply To: Chairperson Board Of Management,
Carlow National School,
Church of Ireland,
Green Road
Carlow Town
R93 A504
County: Carlow
Enquiries To: carlownationalschool@yahoo.com
Website: <https://carlownationalschool.ie>

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