ADVERT ID 249662

Secretary

St Clares Primary School

Ard Mhuire Cavan Cavan H12 DR24

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Apr 1 2026
Application Closing Date:	Thu Apr 16 2026
Commencement Date:	Thu Jul 23 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Girls with Infant Boys
School Patronage:	Catholic
Classification:	DEIS 1
Total No. of Teaching Staff:	51
Current Enrolment:	550
Droichead school:	Yes

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 position will operate under the terms of Department of Education Circulars 36/2022, 07/2024 and 10/2026. Salary is paid by the Department of Education in line with Circular Letter 0055/2025.
Applicants are advised to consult the relevant circulars for full details regarding salary, leave entitlements and terms and conditions of employment.
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA, Child Protection Training and other related training.
This position is subject to a 6 month probationary period.
The working week is as follows; Monday – Friday 8:30am – 16:30pm
In addition to the weekly hours during the school year, secretarial support will also be required during the summer.
General secretarial and administrative duties consistent with the role of School Secretary as outlined in the skills/knowledge required below:

Working in close co-operation with Principal and Deputy Principal.
Dealing with parents, staff, pupils and visitors in a courteous and professional manner.
Organising, maintaining and updating school databases and filing systems to include: Aladdin, OLCS and POD.
Managing school correspondence.
Co-ordination of internal communication (post, email, telephone etc).
Maintenance and filing of all documentation.

Maintaining records of leave, CPD and contracts.
Liaising with representatives of service providers, suppliers, school users and visitors.
Making necessary arrangements for school trips, meetings, interviews etc. Carrying out other duties assigned by the Principal and related to the post of School Secretary.
Awareness of and compliance with school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to the appropriate person.

Skills and Knowledge Required:
Excellent interpersonal and organizational skills.
Excellent communication skills (both verbal and written).
Excellent IT skills, including proficiency in Microsoft Office, G Suite and other online applications.
Experience of operating database platforms such as or similar to the Department of Education Online Claims System (OLCS), Pupil Online Database (POD). Aladdin schools system. ?
Competency / Experience in maintaining financial accounts is desirable but not a requirement
The ability to assist the Principal with daily administrative tasks, meeting requests and scheduling events.
Ability to relate well to children.
Willingness to upskill and engage in ongoing professional development. Discretion and the ability to maintain confidentiality in all areas of work
Understanding of and adherence to GDPR regulations.
Ability to use own initiative, to work independently and as part of a team. Ability to work closely with the Principal/Deputy Principal, Board of Management and Staff.
Flexibility in the varied demands of the job.
Ability to prioritise, multitask and work to strict deadlines.
Positive outlook and willingness to contribute to the overall school development.
Commitment to uphold the Catholic ethos of the school.
Team-oriented and collaborative with a flexible attitude.

Further Information
Candidates may be required to undertake proficiency tests in literacy & computer skills

*** Important
Please include "Secretary Application" in the subject line of the application. .
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It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	08490N
Apply To:	Secretary Application Chairperson Board of Management St Clare's Primary School Ard Mhuire Cavan town County Cavan H12 DR24
County:	Cavan
Enquiries To:	principal@stclarescavan.ie

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