

ADVERT ID 251933

Secretary

Crossreagh NS

Crossreagh NS Crossreagh Mullagh Mullagh A82 H704
<https://www.crossreaghns.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri May 8 2026
Application Closing Date: Mon May 25 2026
Commencement Date: Tue Sep 1 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 5
Current Enrolment: 87
Droichead school: Yes

POST DETAILS

Additional Information:

Cross N.S., Crossreagh, Mullagh, is looking for an enthusiastic, flexible and hard-working school secretary.

This is a part-time position working 16 hours per week.

The successful candidate will have:

- Excellent administrative and organisational skills.
- High level of proficiency in Microsoft Office and Google Drive and good typing skills.
- Excellent communication skills, both verbal and written.
- Experience of basic financial systems to enable maintenance of school finance records (FSSU).
- Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR and data protection regulations.
- Proven ability to work as part of a team.
- Knowledge of school software systems including Esinet, OLCS, and POD is desirable but not essential. A willingness to support the set up of the Aladdin system within the school is required but training will be provided for systems and programmes.

Key Duties and Responsibilities include but not limited to the following:

- Organising, maintaining and updating school data bases: Aladdin Connect, The Online Claims System (OLCS), Department of Education Database (Esinet), and Primary Online Database (POD)
- First point of contact for service providers, suppliers, and visitors.
- Organising and maintaining records of school payments and bank lodgements.

- Managing school correspondence and answering the phone and emails.
- Updating, managing and storing school records in compliance with GDPR.
- Other duties as allocated by the Principal or Deputy Principal.
- General school administration and office management.
- Procurement of resources and the management of school office supplies.

This appointment is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to complete Tusla Child Protection Training.

Please consult the Department of Education Circular 0009/2026 for rates of pay and holidays for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of circular 0009/2026.

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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Apply To: Crossreagh NS
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