

ADVERT ID 252105

Secretary

Scoil Mhairtin

Chapel Road Kilworth P61 D504
<https://www.kilworthns.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon May 11 2026
Application Closing Date: Mon May 25 2026
Commencement Date: Mon Aug 24 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 20
Current Enrolment: 288
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Scoil Mháirtín, Kilworth, Co. Cork, seeks applications for the position of School Secretary, under the terms of the Department Circular 36/2022 and other related circulars.

Scoil Mháirtín is a co-educational Catholic Primary School, under the Patronage of the Diocese of Cloyne.

This is a permanent part-time position (18 hours/3 day week). Duties for this 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.

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

- Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS/Esinet, POD and Payroll
- Administrative tasks associated with the management and administration of school accounts, FSSU templates, payments and providing ongoing support to the Board of Management Treasurer and Principal
- Managing school correspondence with the Department of Education & Youth, NCSE, NEPS, CESC, and all other bodies in conjunction with the Principal and Deputy Principal
- Procurement of school and office supplies and operating all office machines
- Liaising with representatives of service providers, suppliers, school users and visitors
- Booking buses and making necessary arrangements for school trips
- Management of the office diary and bookings for the use of the school by outside parties

The successful candidate will need to have experience in office management and administration, they will be an integral part of the school community, and will manage the school office in a welcoming professional and discrete manner.

The successful candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training.

This position is subject to a probationary period of 6 months. Induction training will be facilitated.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 20204E
Apply To: The Chairperson,
Scoil Mháirtín,
Chapel Road,
Kilworth,
Co Cork.
P61 D504.
County: Cork
Enquiries To: office@kilworthns.ie
Website: <https://www.kilworthns.ie>

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