

ADVERT ID 252970

Secretary

St. Colmcille's SNS

Jim Brunnock Raod Kells A82 FF86
<https://www.stcolmcilleSNS.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue May 19 2026
Application Closing Date: Sat May 30 2026
Commencement Date: Mon Aug 24 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Senior School
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 22
Current Enrolment: 350
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of St. Colmcille's S.N.S., Co. Meath seeks applications for the position of School Secretary.

St. Colmcille's S.N.S. is a co-educational Senior Catholic Primary School, under the Patronage of the Diocese of Meath.

This is a permanent full time position commencing at the start of the new academic year. 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.

As the first point of contact for our school, the successful candidate will play a vital role in welcoming our community and supporting the smooth running of our daily operations. The ideal candidate will have a flexible attitude and approach, and he/she will understand the demands of working in a school environment.

The position requires a high level of confidentiality, professionalism and flexibility.

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

- A high level of proficiency in ICT and use of Microsoft office.
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, online banking, FSSU templates, payments and providing ongoing support to the Board of Management, Treasurer and Principal
- Managing school correspondence with the Department of Education & Youth and all other bodies in conjunction with the Principal and Deputy Principal
- Liaising with representatives of service providers, suppliers, school users and visitors
- Liaising with school staff on items to be sourced for classroom use and maintenance.

- Administration of schoolbooks income and expenditure.
- Willingness to learn and engage in ongoing professional learning.

The appointment is subject to a 6 month probationary period and satisfactory Garda vetting. The successful candidate will be required to complete Tusla Protection training and provide a statutory Declaration.

Please consult the Department of Education Circular0009/2026 for rates of pay and holidays for school secretaries.

Please put 'Secretary application' in subject heading.

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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16722E
Apply To: Chairperson of B.O.M.
Jim Brunnock Rd.,
Kells,
Co Meath
A82 FF86
County: Meath
Enquiries To: colmcille.kells@gmail.com
Website: <https://www.stcolmcillessns.ie>

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