

ADVERT ID 257141

Secretary

Scoil Realt na Mara

Ballycotton Midleton P25 RX22
<https://scoilrealtnamara.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Jun 24 2026
Application Closing Date: Fri Jul 10 2026
Commencement Date: Mon Sep 14 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: 6
Current Enrolment: 102
Droichead school: Yes

POST DETAILS

Additional Information:

This part-time position is for 22 hours per week. 8:30am-1pm Monday to Thursday and 8:30am - 12:30pm on Fridays. The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training.

Salary will be as per Department of Education guidelines;
 Secretaries are recruited in line with the terms set out in circular 10/2026. The entry level for the role is on the first point of scale unless the candidate has previous work experience as a school secretary.

The successful candidate will be expected to demonstrate;
 Excellent communication and interpersonal skills with a high level of professionalism and discretion.
 General office administration including managing school correspondence, phonecalls, emails and maintaining organised filing.
 Strong organisational and administrative skills with the ability to prioritise tasks and work independently.
 Experience in financial administration, including handling invoices, processing payments, maintaining financial records and supporting the preparation of accounts for the Board of Management.
 An understanding of school financial procedures or a willingness to learn (e.g. FSSU guidelines, procurement processes)
 Competence in ICT including email, word processing, spreadsheets and digital filing systems.
 Experience with school administration systems such as Aladdin, POD and OLCS (advantageous but not essential)
 A commitment to confidentiality, GDPR compliance and the smooth day to day running of the school.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

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APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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| Roll Number: | 16109L |
| Apply To: | jobapplications@scoilrealtnamara.ie |
| County: | Cork |
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