

ADVERT ID 257166

Secretary

Sliabh a' Mhadra N.S.

Sliabh a' Mhadra Ballyduff Tralee V92WF40
<https://www.sliabhamhadra.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Jun 24 2026
Application Closing Date: Thu Jul 16 2026
Commencement Date: Wed Aug 26 2026
Status of Post: Permanent
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: 9
Current Enrolment: 110
Droichead school: Yes

POST DETAILS

Additional Information:

This is a part-time position of 25 hours per week.

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 this role is at the first point of the scale unless the candidate has previous work experience as a school secretary.

The successful candidate will be expected to demonstrate:

- General office administration including managing school correspondence, phone calls, emails and maintaining organised filing systems.
- Strong organisational and administrative skills, with the ability to prioritise tasks and work independently.
- Excellent communication and interpersonal skills, with a high level of professionalism and discretion.
- 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.

- Be familiar with RCT and VAT returns for Revenue

[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
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 031321
Apply To: Chairperson,
Board of Management,
Sliabh a Mhadra NS
Ballyduff
Tralee
V92WF40
County: Kerry
Enquiries To: info@sliabhamhadra.ie
Website: <https://www.sliabhamhadra.ie>

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