

ADVERT ID 258137

## Secretary

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### Gaelscoil an Eiscir Riada

Cluain Calga An Tulach Mhór Co. Uibh Fáilí R35YP90  
<https://www.eriada.ie>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Thu Jul 2 2026  
**Application Closing Date:** Thu Jul 16 2026  
**Commencement Date:** Wed Jul 29 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** Gaelscoil  
**Total No. of Teaching Staff:** 11  
**Current Enrolment:** 195  
**Droichead school:** Yes  
Gaelscoil

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#### POST DETAILS

##### Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

##### Additional Information:

Duine fuinniúil, díograiseach, eagraithe atá á lorg againn mar rúnaí i nGaelscoil an Eiscir Riada ar feadh 19 uair sa tseachtain i rith téarma na scoile. The Board of Management is looking for a proactive, organized and energetic person, le cúpla focal, who wishes to contribute to a busy school to apply for the position of school secretary, in Gaelscoil an Eiscir Riada for 19 hours per week during the school term. 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.

Grinnfhiosrúchán Gardaí de dhíth ort agus tréimhse phromhaidh sé mhí. Cabhróidh cumas sa Ghaeilge le d'arratais.

[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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19990V  
**Apply To:** An Cathaoirleach,  
Gaelscoil an Eiscir Riada  
Cluain Calga  
An Tulach Mhór  
Co. Uíbh Fháilí  
R35YP90  
**County:** Offaly  
**Website:** <https://www.eriada.ie>

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