

ADVERT ID 258518

Secretary

SN Baile Chláir na Gaillimhe

SN Bhaile Chláir na Gaillimhe Baile Chláir na Gaillimhe H91C6D0
<https://www.claregalwayns.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Jul 8 2026
Application Closing Date: Thu Jul 16 2026
Commencement Date: Mon Aug 24 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 18
Current Enrolment: 320
Droichead school: Yes

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:

S.N. Chláir na Gaillimhe invites applications for the position of school secretary.

This position is being advertised for 37 hours per week for 44 weeks annually (8.15 a.m. - 3.35 p.m.)

This position is subject to sanction by the Department of Education, with secretaries recruited in line with the terms and set out in Circular 36/2022 and 10/2026.

Please note: The Dept. stipulates that the entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.

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

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

This position is subject to a 6 month probationary period

The successful candidate will have experience in office management and administration. The suitable candidate will be an integral part of the school community, working closely with the school principal and will manage the school office relating to parents, staff, pupils and visitors face to face, by phone or email, in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

General secretarial duties consistent with the role of School Secretary and as outlined in the

skills/ knowledge required below:

- ? Coordination of internal communication (post, telephone messages, email ...)
- ? Carrying out other duties assigned by the Principal and related to the post of School Secretary
- ? Working in close co-operation with Principal and staff
- ? Organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and G- Suite
- ? Managing school correspondence with professionalism and confidentiality
- ? Managing financial administration, including handling invoices, processing payments, maintaining financial records, and supporting the preparation of school accounts.
- ? Maintaining of school and office supplies and operating all office machines (photocopier, laminator etc.)
- ? Maintaining and filing documentation
- ? Maintaining and filing records of staff leave, CPD and contracts
- ? Liaising with representative of service providers, suppliers, school users and visitors
- ? Liaising with BOM Chairperson, Treasurer and school accountant
- ? Making necessary arrangements for school trips, meetings etc.
- ? Complying with school policies and procedure, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and reporting of any concerns to the appropriate person

Skills/ Knowledge Required:

- ? Excellent interpersonal skills and oral/ written communication abilities
- ? Strong organisational skills and the ability in regard to attention to detail
- ? Excellent typing/it skills, including proficiency in Google Workspace and Microsoft Office, G SUITE and other online applications
- ? Experience of operating database platforms such as or similar to the Online Claims System, OLCS) Pupil Online Database (POD), Aladdin.
- ? Competency in maintaining financial accounts, using Excel, budgets, online banking systems and monthly financial reports.
- ? Excellent attention to detail
- ? The ability to assist the Principal with daily administration tasks and meeting requests and scheduling events.
- ? Willingness to upskill where necessary
- ? Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR regulations.
- ? Ability to use own initiative, to work independently and as part of a team
- ? Ability to work closely with the Principal/ Board of management, Parents' Association and staff
- ? Flexibility in the varied demands of the job
- ? Good interpersonal relationships with adults and children
- ? Positive outlook and willingness to contribute to the overall school development
- ? Commitment to uphold the Catholic ethos 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.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 16804G
Apply To: SN Bhaile Chláir na Gaillimhe
Baile Chláir na Gaillimhe
H91C6D0
recruitment@claregalwayns.ie
SUBJECT: SCHOOL SECRETARY APPLICATION
County: Galway
Website: <https://www.claregalwayns.ie>

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