

ADVERT ID 258622

Secretary

Kilmainhamwood national school

Kilmainhamwood N.S Kells Co. Meath Kells A82TY77
<https://www.kwoodns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Jul 9 2026
Application Closing Date: Fri Jul 17 2026
Commencement Date: Mon Aug 24 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS Rural
Total No. of Teaching Staff: 7
Current Enrolment: 118
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:

The Board of Management of Kilmainhamwood National School, Co. Meath seeks applications for the position of School Secretary.

This position is being advertised for 18.5 per week. Duties for the position, as set out by the Board of Management, are outlined below and may be subject to change.

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

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

skills/ knowledge required below.

Responsibilities include but are not limited to:

Coordination of internal and external communication (post, telephone messages, email, etc)

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

A high level of proficiency in ICT, organising, maintaining and updating school databases and filing systems to include Aladdin, OLCS, POD and payroll

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 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 representatives 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 procedures, 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

Excellent typing/it skills, including proficiency in Google Workspace and Microsoft Office, 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, 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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17123K
Apply To: Kilmainhamwood N.S
Kells
Co. Meath
Kells
A82TY77
office@kwoodns.ie
County: Meath
Website: <https://www.kwoodns.ie>

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