

ADVERT ID 258706

Secretary

St Vincents NS

Coolarne Turloughmore Athenry H65PK03
<https://www.coolarnens.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Jul 10 2026
Application Closing Date: Fri Jul 24 2026
Commencement Date: Tue Sep 1 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: 5
Current Enrolment: 67
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 St.Vincent's N.S Coolarne seeks applications for the position of school secretary. This position is being advertised for 30 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.

Duties for this position, as set out by the Board of Management, are outlined below and may be subject to change as the needs and requirements of the school evolve.

Administration tasks and duties associated with, but not confined to the following will form part of the duties of the position:

- Organising, maintaining and updating school databases and filing systems including Aladdin, School app and website, OLCS/Esinet, POD and Payroll
- Administrative tasks associated with the management and administration of school accounts, FSSU templates, payments and providing ongoing support to the Board of Management Treasurer and Principal

- Managing school correspondence with the Department of Education & Youth, NCSE, NEPS, CESC, and all other bodies in conjunction with the Principal and Deputy Principal
- Procurement of school and office supplies and operating all office machines
- Booking buses and making necessary arrangements for school trips
- Management of the office diary and bookings for the use of the school by outside parties
- Assisting with school events, newsletters and communications
- General office organisation and day-to-day administration duties
- Assisting the Principal and staff with administrative tasks
- Acting as the first point of contact for parents, service providers, suppliers and visitors to the school

The successful candidate will need to have experience in office management and administration, they will be an integral part of the school community and will manage the school office in a welcoming professional and discrete manner.

- * Excellent organisational and communication skills
- * Strong IT, administrative and typing skills
- * Ability to prioritise workload and meet deadlines
- * Flexibility and willingness to support the needs of the school

The successful candidate will need to be highly confidential in all areas of their work and have a clear understanding and adherence to GDPR regulations.

Desirable Experience

Previous secretarial, administration or school office experience
Familiarity with school systems including:

Aladdin
Online Claims System (OLCS)
Esinet
Primary Online Database (POD)
Experience managing records and financial administration
Knowledge of GDPR and data protection procedures

Please include at least 2 referees with your application.

This position is subject to a probationary period of 6 months. Induction training will be facilitated.

Applications by email and please mark subject line School Secretary Application

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[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

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