

ADVERT ID 259124

Secretary

Scoil Phadraig Naofa

Tomard Athy

<https://www.spnathy.ie>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Jul 21 2026
Application Closing Date:	Fri Jul 31 2026
Commencement Date:	Mon Aug 24 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
Classification:	DEIS 2
Total No. of Teaching Staff:	45
Current Enrolment:	610
Droichead school:	Yes

POST DETAILS

Additional Information:

The Board of Management of Scoil Phádraig Naofa, Tomard, Athy, Co. Kildare (16705E) seeks applications for the position of school secretary. This position is being advertised for 32 hours per week. Hours of work include weeks at the beginning and end of the school year (2 Weeks in Total)

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 36/2022 and 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. Applicants are advised to consult the relevant circulars for full details regarding salary, leave entitlements and terms and conditions of employment. The appointment is subject to a 6 month probation period.

The successful candidate must:

- Be able to interact, engage and relate well with children.
- Be a highly motivated, with excellent interpersonal and communication skills
- Be an energetic individual with relevant work experience in a busy and fast changing office environment.
- Be organised and have excellent organisational skills.
- Be able to work fluently and cooperatively as part of team
- Be able to prioritise, multi-task easily and meet deadlines.
- Be competent and capable in regard to maintaining accounts, records and returns.

- Be proficient in the use of Online Banking Systems and familiar with Revenue requirements.
- Show an ability to respect and maintain high levels of confidentiality along with a knowledge and awareness of GDPR requirements.
- Have excellent IT Skills and have a working knowledge of Microsoft Office and Google G-Suite.
- Work closely on a daily basis with the School Principal and School Management to plan and manage the 'Day to Day' running of the school.

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.

- Manage the school Reception, telephone answering, screening and dealing with queries from parents, the public and others.
- Meet and liaise with all visitors to the school. Assist the principal with all daily administration tasks, meeting requests and scheduling events.
- Coordinate internal communication (post, telephone messages, email etc)
- Enter details of staff absences on OLCS on a weekly basis. Enter student details on the Department POD database.
- Organise, maintain and update school databases and filing systems to include- Aladdin, OLCS, POD, G- Suite and Payroll
- Maintain staff records (e.g. leave, substitutes, continuing professional development, contracts, appointment forms, vetting).
- Maintain an efficient filing and records system for all school records (including staff and student files) and manage a computerised file management system.
- Manage School Correspondence with professionalism and confidentiality
- Manage financial administration, including handling invoices, processing payments, maintaining financial records, and supporting the preparation of school accounts.
- Maintain school and office supplies and operate all office machines
- Work in close co-operation with Principal and staff
- Carry out other duties assigned by the Principal that relate to the post of School Secretary
- Liaise with representatives of service providers, suppliers, school users and visitors.
- Liaise with BOM Chairperson, Treasurer and school accountant.
- Book courses, venues, buses etc. and make necessary arrangements for school trips, meetings, interviews etc.
- Assist with the maintaining and updating of the school website.
- Comply 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

Appointment Requirements

The appointment is subject to Garda Vetting, Occupational Health Assessment and receipt of satisfactory professional references. It is a requirement to hold a valid Statutory Declaration and to complete a Form of Undertaking for this position.

Informal enquiries by email to principal@spnathy.ie

Application is by CV including referee contacts & cover letter which can be sent by email to spninterviews@gmail.com. Please include "Secretary Application" in the subject line of the application.

Canvassing will disqualify.

[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: 16705E
Apply To: spninterviews@gmail.com
County: Kildare
Website: <https://www.spnathy.ie>

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