

ADVERT ID 260030

Secretary

Derryclough NS

Derryclough Drinagh Dunmanway P47 YY30
<https://www.derrycloughns.weebly.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Aug 4 2026
Application Closing Date: Mon Aug 24 2026
Commencement Date: Mon Sep 7 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 2
Droichead school: No

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 Derryclough National School, is advertising the position of School Secretary. This position is for 10 hours per week, 3 mornings a week.

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a probationary period.

The School Secretary is an integral part of the school community, working closely with the school principal, and will manage the school office in a welcoming, professional, and discreet manner.

The successful candidate will have:

- Excellent interpersonal and communication skills
- Administrative and secretarial skills
- Proficiency in IT including word processing, spreadsheets, email etc.
- Knowledge of GDPR & Data Protection requirements
- Excellent organisational skills, ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- The ability to work on their own initiative and as part of a team
- Reliability, trustworthiness and strict adherence to confidentiality.

It would be desirable (but not essential) for the candidate to have knowledge and experience in

using some or all of the following; Aladdin, POD, OLCS, FSSU templates TUSLA returns and other school applications.

Responsibilities and key duties include but are not limited to:

- Carrying out duties assigned by the Principal and related to the post of school secretary
- Being the first point of contact for all visitors to the school and dealing with parents, visitors etc. in a welcoming manner
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- Liaison for representatives of service providers, suppliers, school users and visitors
- Managing school correspondence with professionalism and confidentiality
- Organising, maintaining and updating school databases
- Maintaining records of school finances including organising invoices, payments and entering/reconciling all payments on accounting system Quikbooks and using FSSU templates
- Maintenance of records of staff leave and supporting substitute cover process
- Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- Attend meetings and events as required.

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

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 11931L
Apply To: Mr. Con O Donoghue, (Chairman BOM)
Drominidy North,
Drimoleague.
Co. Cork
P47 WK88
County Cork
County: Cork
Website: <https://www.derrycloughns.weebly.com>
Further Information: <https://derrycloughns.weebly.com/>

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