

ADVERT ID 260031

Secretary

Scoil Bhríde

Mountnugent Cavan A82 WV61
<https://www.mountnugentns.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Aug 6 2026
Application Closing Date: Thu Aug 20 2026
Commencement Date: Mon Sep 14 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: 6
Current Enrolment: 89
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Scoil Bhríde, Mountnugent seeks applications for the position of school secretary commencing in September 2026 subject to garda vetting clearance.

This is a permanent part time position working 12.5 hours per week.

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, 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, Revenue, FSSU, NCSE, NEPS and all other bodies in conjunction with the Principal and Deputy Principal
- Procurement of school and office supplies and operating all office machines
- Liaising with representatives of service providers, suppliers, school users and visitors
- 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
- Carrying out other appropriate duties relevant to the role of School Secretary, as assigned by the Principal or Board of Management

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.

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.

The successful candidate will also be required to undertake TUSLA Child Protection Training and related online training.

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.

Please consult the Department of Education Circular 0009/2026 for rates of pay and holidays for school secretaries. The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of circular 0009/2026.

Following the completion of the selection process, the Board of Management may establish a panel of candidates deemed suitable for appointment. This panel may be used to fill any similar school-secretary vacancy that arises in Scoil Bhride during the 2026/2027 school year. Inclusion on the panel does not guarantee an offer of employment.

Applications should be submitted by email to mountnugentsecretary@outlook.com by the closing date.

Please enter "Application for School Secretary" in the subject line.

Late applications will not be accepted. Canvassing will disqualify. Shortlisting may apply. Only applicants who are shortlisted for interview will be contacted.

[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.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	14732U
Apply To:	Scoil Bhride, Mountnugent, Co Cavan, A82 WV61 mountnugentsecretary@outlook.com
County:	Cavan
Website:	https://www.mountnugentns.com

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