

ADVERT ID 260117

Secretary

Loughquittane NS

Muckcross Cill Airne V93RF96

<https://www.loughquittanens.com>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Aug 4 2026
Application Closing Date:	Wed Aug 12 2026
Commencement Date:	Mon Sep 21 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:	7
Current Enrolment:	88
Droichead school:	Yes

POST DETAILS

Additional Information:

This is a part-time position of 20 hours per week.

Please put 'Secretary Position' as the subject line in your application email.

This position is subject to sanction by the Department of Education.

The successful candidate must have experience in office management and administration. They will be an integral member of the school community, working closely with the Principal, and will be responsible for the efficient administration of the school office.

Duties will include liaising with parents/ guardians, pupils, staff, visitors, and external agencies in person, by telephone, and by email; maintaining school and office supplies; and operating and maintaining office equipment, including the photocopier, printer, and other office machines.

The role requires a high level of confidentiality, professionalism, organisational ability, flexibility, and excellent interpersonal skills. The successful candidate must be capable of working independently, managing multiple priorities, and contributing positively as part of a collaborative school team.

Proficiency in Microsoft Office and familiarity with the Online Claims System (OLCS), the Primary Online Database (POD), Aladdin and online Revenue returns are essential. Candidates must also be competent in maintaining financial accounts, budgets, online banking systems, and preparing monthly financial reports.

Please note that the Department of Education stipulates that the entry level for this role is the first point of the salary scale unless the successful candidate has previous experience as a school secretary. Annual leave and public holiday entitlements are in accordance with the terms and conditions for school secretaries.

The appointment is subject to Garda Vetting, and the successful candidate will be required to undertake Tusla Child Protection Training and other relevant online training.
The successful candidate will be expected to comply with the school's policies and procedures regarding data protection and the handling of sensitive information.
Applications will not be accepted after 5pm on Aug 12th 2026.

[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
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 10049M
Apply To: applicationslqns@gmail.com
County: Kerry
Website: <https://www.loughquittanens.com>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.