

ADVERT ID 260274

Secretary

St Fiachs NS

Ballinacree, Oldcastle, Co. Meath. Oldcastle, A82 X448

<https://stfiachsns.ie>

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:	Permanent
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:	108
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 Scoil Naomh Fiach invites applications for the position of School Secretary with part-time hours, commencing in September 2026 subject to garda vetting clearance.

This is an in-person position for 9 hours per week, worked over Monday, Wednesday and Friday. Scoil Naomh Fiach is a growing, rural, Catholic, co-educational primary school with a welcoming and inclusive school community. The successful candidate will play an important role in supporting the day-to-day administration and effective operation of the school.

Duties and responsibilities:

The successful candidate will be expected to undertake a broad range of administrative and financial duties, including but not limited to:

- Managing school correspondence, telephone calls, emails and general enquiries
- Providing a welcoming and professional point of contact for pupils, parents, staff, visitors and outside agencies
- Maintaining accurate pupil, staff and school records
- Managing filing and document-retention systems, both electronic and paper-based
- Supporting pupil enrolment, admissions and attendance administration
- Preparing correspondence, notices, forms, reports and other school documentation both electronic and paper-based
- Assisting with the organisation of school events, meetings, appointments and activities
- Maintaining school calendars and assisting with routine communications to families
- Processing invoices, purchase orders, payments, receipts and lodgements

- Maintaining accurate financial records and supporting the preparation of accounts and financial reports for the Board of Management
- Assisting with school payroll administration and associated records
- Supporting compliance with FSSU financial procedures, procurement requirements and Revenue obligations
- Assisting with VAT, RCT and other relevant Revenue returns
- Liaising with the Department of Education, Revenue, the FSSU and other relevant bodies
- Supporting the Principal and Board of Management in the general administration and smooth day-to-day running of the school
- Carrying out other appropriate duties relevant to the role of School Secretary, as assigned by the Principal or Board of Management.

Essential skills and qualities

Applicants should demonstrate:

- Excellent administrative, organisational and secretarial skills
- Excellent oral and written communication skills
- A professional and courteous telephone manner
- Strong interpersonal skills and the ability to communicate effectively with children, parents, staff and visitors
- The ability to prioritise tasks, manage competing demands and meet deadlines
- The ability to work independently, use initiative and contribute positively as part of a team
- A high level of professionalism, discretion and integrity
- A clear understanding of the importance of confidentiality, GDPR and data protection
- Competence in email, word processing, spreadsheets and electronic filing systems
- Accuracy and attention to detail, particularly in relation to records and financial administration
- Flexibility and a willingness to adapt to the varied demands of a busy school office
- A positive outlook and willingness to contribute to the ongoing development of the school
- A commitment to supporting and upholding the Catholic ethos of Scoil Naomh Fiach.

Highly desirable experience:

Previous experience in a school office or other busy administrative environment would be a distinct advantage.

Knowledge of, or experience using, any of the following would also be highly desirable, although it is not essential:

- Aladdin Schools
- POD
- OLCS
- Esinet
- Department of Education payroll systems and procedures
- Accounts or bookkeeping packages
- FSSU financial procedures
- School procurement processes
- VAT and RCT administration
- Microsoft Office 365 or Google Workspace

Induction and appropriate training will be facilitated. The successful candidate will be expected to undertake any relevant training required for the position and to engage in ongoing professional development as necessary.

Salary and conditions of employment will be in accordance with the applicable Department of Education arrangements and circulars for school secretaries, including the relevant salary circulars as subsequently revised Circular 0061/2026.

The appointment will be subject to:

- Satisfactory references
- Garda Vetting requirements
- Completion of a valid Statutory Declaration and Form of Undertaking
- Completion of the Tusla Children First e-learning programme and any other required child-protection or safeguarding training
- A probationary period of six months

Applicants should submit:

- A letter of application
- A current Curriculum Vitae
- The names and contact details of two referees

Applications should be submitted by email to secretaryapplication@stfiachsns.ie no later than 5.00pm on 20/08/2026.

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: 18358T
Apply To: secretaryapplication@stfiachsns.ie
County: Meath
Website: <https://stfiachsns.ie>

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