

ADVERT ID 260557

Secretary

Wolfhill NS

Wolfhill Co Laois via Athy R14C521
<https://www.wolfhillns.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Aug 11 2026
Application Closing Date: Tue Aug 25 2026
Commencement Date: Mon Sep 7 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: 2
Current Enrolment: 14
Droichead school: No

POST DETAILS

Additional Information:

The Board of Management of Wolfhill National School, Co. Laois invites applications for the position of School Secretary.

The position is for 5 hours per week and is a part-time position. The successful candidate will be employed by the Board of Management of Wolfhill National School, with the appointment commencing from 7th September 2026.

The successful candidate will work closely with the Principal and Board of Management and will be responsible for the efficient administration of the school office. Duties will include general school administration, correspondence and email management, maintaining school records, dealing with external agencies, bookkeeping and financial administration, online banking, Revenue-related administration and use of relevant Department of Education online systems. The successful candidate should have strong organisational, administrative and interpersonal skills and be capable of working independently. Confidentiality, discretion and professionalism are essential given the nature of the role.

Experience in office administration and bookkeeping is desirable. Competency in general computer applications is required. Experience or familiarity with school administrative systems such as the Online Claims System (OLCS), Primary Online Database (POD), Revenue online services and payroll/accounting systems would be an advantage. Training can be provided in school-specific systems where required.

The appointment will be made in accordance with the relevant Department of Education terms and conditions for school secretaries. Salary and placement on the appropriate scale will be in accordance with Department regulations.

Annual leave and public holiday entitlements will be in accordance with the applicable terms and conditions for school secretaries and do not necessarily coincide with school holiday periods.

The appointment will be subject to Garda Vetting and compliance with all relevant child safeguarding requirements. The successful candidate will be required to undertake relevant child protection and school-based training and to complete the required Statutory Declaration and

Form of Undertaking.

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: 17441B
Apply To: Wolfhill NS
Co Laois
via Athy
R14C521
wolfhillnsrecruitment@gmail.com
County: Laois
Website: <https://www.wolfhillns.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.