

ADVERT ID 260838

Secretary

Tulsk NS

Tulsk Castlerea F45VE84

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Fri Aug 14 2026
Application Closing Date:	Thu Aug 27 2026
Commencement Date:	Mon Sep 28 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:	78
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:

We are currently seeking to employ a Part-Time School Secretary to work in Tulsk N.S. The position is for 6 hours per week with the possibility of additional hours being added following appointment. Working hours are flexible and negotiable but must fall between 9:00 a.m. and 3:30 p.m.

This role involves managing school communications via phone, email and the Aladdin School Management System, organising financial documents and carrying out general clerical and administrative duties. Ideally, applicants will have experience with payroll systems, POD (Primary Online Database) and OLCS (Online Claims System). Strong organisational, administrative and office skills, along with a commitment to maintaining accurate records and ensuring adherence to school procedures and policies, are highly desirable.

[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: 16034G
Apply To: Chairperson Board of Management
Tulsk National School
tulsknationalschool@gmail.com
County: Roscommon

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