

ADVERT ID 261284

## Secretary

### Scoil Mhuire Gransha

Leachtgallon Clones H23 EY86

#### MAIN DETAILS

|                           |                 |
|---------------------------|-----------------|
| Status:                   | Active          |
| Level:                    | Primary         |
| Date Posted:              | Mon Aug 24 2026 |
| Application Closing Date: | Fri Sep 4 2026  |
| Commencement Date:        | Mon Oct 5 2026  |
| Status of Post:           | Part-Time       |
| Number of Vacancies:      | 1               |

#### SCHOOL DETAILS

|                              |                |
|------------------------------|----------------|
| School Type:                 | Mainstream     |
| School Structure:            | Vertical       |
| Gender:                      | Co-Educational |
| School Patronage:            | Catholic       |
| Classification:              | DEIS Rural     |
| Total No. of Teaching Staff: | 4              |
| Current Enrolment:           | 81             |
| Droichead school:            | No             |

#### POST DETAILS

##### Additional Information:

The position is for 15 hours per week.

The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The successful candidate will have:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances (experience of accounting packages desirable)
- Proficiency in Microsoft Office
- Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- A high level of Confidentiality and Discretion is expected

They will undertake duties pertaining to the role as decided by the Principal and/or the Board of Management which include but are not limited to:

- Act as the first point of contact for visitors to the school.
- Managing school communications: phone, email, Aladdin (school database platform), the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.
- Updating, managing and storing school records in compliance with GDPR.
- General school administration and office management.
- Procurement of resources for identified areas of the school.
- Assisting with the organisation of school events and activities.

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:** 18482U  
**Apply To:** [applications@granshans.ie](mailto:applications@granshans.ie)  
**County:** Monaghan

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