

ADVERT ID 261554

Secretary

Owenabue Educate Together National School

Rosemount Herons Wood Carrigaline

<https://www.oetns.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Aug 28 2026
Application Closing Date: Wed Sep 9 2026
Commencement Date: Mon Sep 21 2026
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 12
Current Enrolment: 121
Droichead school: Yes

POST DETAILS

Additional Information:

School secretary role - 18.5 hours per week.

We would like to invite applications for the role of school secretary at Owenabue ETNS.

Requirements -

Excellent organisational, interpersonal, oral and written communication skills.

Superior administrative skills to support the management of school finances.

Proficiency in Microsoft Office and Google Drive.

Ability to plan and work on one's own initiative.

Ability to work in a team environment with the principal and other school staff.

A high level of confidentiality and discretion.

Duties and responsibilities include:

To act as the first point of contact for visitors to the school.

Managing school communications: phone, email, Aladdin (school database platform), Department of Education etc.

Database, online claims system (OLCS), Primary Online Database (POD), postage etc.

Updating, managing and storing school records in compliance of GDPR.

General school administration and office management.

Procurement of resources.

Assisting with the organisation of school events and activities.

Accounts administration and payment processing.

This position is subject to the terms of Circular 36/2022 - Revision of Salaries and Annual Leave arrangements for School Secretaries.

* Please note, this role involves some duties over the school summer holidays, see circular*

[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:	20534C
Apply To:	recruitment@oetns.ie
County:	Cork
Website:	https://www.oetns.ie

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.