ADVERT ID 261580

Secretary

St. Macartan's NS

Sheil Avenue Bundoran F94 EH33
https://www.stmacartans.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Aug 31 2026
Application Closing Date:	Mon Sep 14 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 2
Total No. of Teaching Staff:	20
Current Enrolment:	277
Droichead school:	Yes

POST DETAILS

Additional Information:
The position is maternity leave cover for 20 hours per week, over 5 days, paid by the Department of Education Payroll.
Applications by email only to recruitment@stmacartans.ie with Secretary in Subject line please
Applicants would ideally have:
- Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.
- Excellent office, administrative and organisational skills, ensuring good record- keeping and adherence to school procedures and policies.
- Excellent interpersonal and communication skills, including telephone manner.
- Competency in maintaining financial accounts and online payment systems.
- A high level of proficiency in ICT, particularly MS Office environment.
-The ability to assist the Principal with the daily administration tasks.
-Knowledge of GDPR and Data Protection requirements.
- Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.

The above job description is not exhaustive. Please see circular 0036/22 for terms and conditions of school secretaries and also, circular letter 0020/25 for revision of salaries information.

Shortlisting will apply, and those shortlisted will be called for interview.
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection training.

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:	19686S
Apply To:	recruitment@stmacartans.ie Please mention Secretary in subject line.
County:	Donegal
Website:	https://www.stmacartans.ie

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